

**Student Affairs Committee (SAC)**  
**School of Meteorology**  
**University of Oklahoma**  
*Last Updated: Spring 2020*

**Preamble**

We the Students of the University of Oklahoma's School of Meteorology, in order to form a more open dialogue between faculty/staff and students, provide an avenue for legitimate student concerns to be heard by the faculty, and promote the general welfare of the student body, do ordain and establish this Constitution for the Student Affairs Committee at the University of Oklahoma's School of Meteorology.

**Article I**  
**Name and Purpose**

**Section 1 – Name**

The name of this organization shall be "Student Affairs Committee" or SAC.

**Section 2 – Purpose**

The purpose of this organization is:

- i. to ensure formal, continual communication between faculty and students regarding School of Meteorology and its parent College issues of direct importance to both undergraduate and graduate meteorology students,
- ii. to represent student opinions at faculty meetings,
- iii. to allow student input on appropriate issues, including, but not limited to:
  - a. graduate and undergraduate curricula changes,
  - b. doctoral candidacy qualifying examination procedures,
  - c. degree requirements,
  - d. and computer resources.
- iv. to promote the School of Meteorology within the community, state, and nation.

### **Section 3 – Non-Discrimination Policy**

Membership or participation in SAC will not be based on race, color, religion, national origin, age, sexual orientation, disability, veteran status, marital status, or political belief. SAC will also not discriminate on the basis of gender.

## **Article II Membership**

### **Section 1 – Membership**

The Student Affairs Committee will have two types of membership:

- i. Full Members. Full Members shall be the only voting members.
- ii. Associate Members. Associate Members shall be non-voting.

### **Section 2 – Qualifications for Eligibility for Full Membership**

Full Members are welcome to participate in all SAC affairs, excluding attendance at regular faculty meetings which only the SAC Chairperson or their designate are allowed to attend. Only full members are granted the ability to vote in SAC affairs, run for SAC organization leadership positions, and chair SAC committees.

- i. The qualifications for eligibility into full membership as an undergraduate student are:
  - a. members must be enrolled as at least half-time students at the University of Oklahoma Norman Campus.
  - b. members must also be officially listed as pursuing a degree in meteorology. Students failing to meet the University requirements for officially declaring a major are exempt from this requirement as long as they are making sufficient progress toward their degree.
- ii. The qualification for eligibility into full membership as a graduate student is simply being a graduate student in the School of Meteorology.
- iii. Rights and privileges of full membership are also extended to the faculty or staff advisor of SAC.

### **Section 3 – Qualifications for Eligibility for Associate Membership**

Associate Members are welcome to participate in all public SAC activities at the invitation of the SAC organizational leadership. Associate Members shall meet at least one of the following criteria:

- i. Be the spouse of a Full Member.
- ii. Be a School of Meteorology alumnus.
- iii. Maintain an active role in furthering the ideals of the School of Meteorology.
- iv. Further the interests of students of the School of Meteorology.

## **Article III Organization Leadership**

### **Section 1 – Officers**

There shall be five (5) officers of SAC: Chairperson, Graduate Vice-Chairperson, Undergraduate Vice-Chairperson, Secretary, and Treasurer.

### **Section 2 – Representatives**

There shall be no less than four (4) and no more than ten (10) representatives of SAC. The breakdown is as follows:

- i. Each meteorology classification (freshmen, sophomore, junior, senior, masters, doctoral, and international) with the exception of freshman shall have at least one (1) representative per year. A student has representation based on where they are in the meteorology course sequence.
- ii. With the exception of Chairperson, graduate student representatives are permitted to hold an officer position and representative position simultaneously, provided there was no other person running for representative.
- iii. Undergraduate student representatives are not permitted to hold an officer position and representative position simultaneously. If an undergraduate representative is elected to an officer position, they must first resign their representative position before assuming the officer position. The vacant representative position will either remain vacant until the start of the next semester, or a special election will be held at the discretion of the Chairperson.

- iv. Freshman will not have a dedicated representative in the organizational leadership. Freshmen will be encouraged to participate and engage in SAC activities and serve on committees, however, those framing this Constitution feel that freshmen should focus primarily on adjusting to the University of Oklahoma first and foremost.

### **Section 3 – Terms of Office**

- i. The term of office for an officer shall be for one (1) academic year. No one person may hold the same office for more than two (2) consecutive terms. For the purposes of this document, an academic year begins at the beginning the May Intercession and ends at the end of the Spring semester.
- ii. The term of office for a representative shall be for one (1) academic year. No one person may hold the same representative position for the same meteorological classification for more than two (2) consecutive terms. For the purposes of this document, an academic year begins at the beginning the May Intercession and ends at the end of the Spring semester.

### **Section 4 – Yearly Elections**

- i. Elections will be held during the Spring semester of the academic year.
- ii. Call for nominations will be announced the week after Spring Break using the same avenue normal SAC meetings are announced. The nomination period shall remain open for no less than two (2) weeks and no more than four (4) weeks. The open period for nominations will close at 5 PM central time on the Friday of the last week of the nomination period. Students can nominate themselves or their friends to serve on SAC, provided the nominator and nominee meet the requirements for Full Membership. Nominees are encouraged to provide a brief biography and a statement of how they intend to contribute to SAC.
- iii. Full Members can run for any position in SAC with the exception of Chairperson. The Chairperson must come from the ranks of graduate students. To this end, only graduate students will be allowed to vote for Chairperson.
- iv. In the event that a candidate running for, and is elected to, a representative and officer position will earn the position of officer. The second highest vote getter for the representative position will be declared the winner.
- v. At the end of the nomination period, the SAC Chairperson or their designee, along with the Chairperson of the Website Committee, will compile a list of nominees and their biographies to be placed online before the following Monday morning. The nominees and their biographies will remain on the SAC website through the voting period.

- vi. Voting will begin the following Wednesday morning at 8 AM central time and continue until Friday afternoon 5 PM central time. The medium through which voting will take place will be determined prior to the call for nominations by the Executive Council (with membership as detailed in Article IV). Each full member is allowed to vote for Chairperson, Treasurer, and Secretary. However, full members can only vote for the Vice-Chairperson and representative positions that are of similar classifications following that:
  - 1. Rising sophomore class members are allowed to vote for the sophomore class representative and Undergraduate Vice-Chairperson.
  - 2. Rising junior class members are allowed to vote for the junior class representative and Undergraduate Vice-Chairperson.
  - 3. Rising senior class members are allowed to vote for the senior class representative and Undergraduate Vice-Chairperson.
  - 4. Current and/or rising Master's members are allowed to vote for the Master's representative and Graduate Vice-Chairperson.
  - 5. Current and/or rising PhD members are allowed to vote for the PhD representative and Graduate Vice-Chairperson.
  
- vii. Candidates will be notified by email of the election results on the Saturday following the end of voting. A school-wide announcement will be made the following Monday morning via the SAC Website and an announcement email from the School of Meteorology.

### **Section 5 – Special Elections**

If a special election be deemed necessary by the SAC Chairperson, the process spelled out in Article III, Section 4 shall be followed with the following exceptions:

- i. The call for nominations will last for no less than three (3) day and no more than five (5) days.

### **Section 6 – Removal from Office**

Any officer or representative of SAC demonstrating blatant disregard of SAC's purpose, constitution, or By-laws may be removed from office by the following process:

- i. A written petition to remove the officer in question must be signed by at least three members of SAC organizational leadership and the faculty advisor. This written petition must include the nature of the charges and be presented to the Chairperson. If the Chairperson is the officer in question, the written request must be presented to the Graduate Vice-Chairperson, at which point the Graduate Vice-Chairperson assumes all powers of the Chairperson until a decision is reached by the organizational leadership of SAC.

- ii. The Chairperson or acting Chairperson shall provide written notification to the officer in question, asking the officer in question to be present at the next meeting and prepared to speak.
- iii. At the next meeting the presiding officer shall grant time to the petitioner(s) to state their information to the body of SAC. The officer in question will then be granted an equal amount of time to respond to the petition.
- iv. The Chairperson shall then call for a vote on the petition. A two-thirds (2/3) majority vote is necessary to remove the officer. If a two-thirds (2/3) majority vote is not achieved, the office in question shall be immediately re-instated.

### **Section 7 – Advisor**

- i. SAC shall have as an advisor at least one (1) but no more than two (2) full-time members of the University of Oklahoma faculty or staff.
- ii. Should a vacancy arise, an advisor shall be selected by the organizational leadership, in consultation with a representative of the faculty or staff of the University of Oklahoma.
- iii. The Advisor(s) shall provide guidance and counsel in interactions between SAC and the School of Meteorology.
- iv. The Advisor(s)' role shall be to advise SAC. They will have full rights and privileges of Full Members.

### **Section 8 – Duties of the Chairperson**

The Chairperson shall preside at all meetings and functions of SAC. The Chairperson will maintain the power to appoint all committee chairpersons and shall present all motions to the body. The Chairperson shall also be an ex-officio member of all committees. It is the duty of the Chairperson to make sure that SAC is registered with UOSA each year. The Chairperson will serve as the student representative for the Graduate Studies Committee (GSC) and attend the portion of regular faculty meetings that is designated by the Department Director.

### **Section 9 – Duties of the Graduate Vice-Chairperson**

The Graduate Vice-Chairperson shall preside at all meetings and functions that the Chairperson cannot attend. The Graduate Vice-Chairperson shall also be considered the Parliamentarian for all meetings and functions in which they are not acting in the capacity of the Chairperson. The Graduate Vice-Chairperson shall be present at 75% of all meetings of SAC.

## **Section 10 – Duties of the Undergraduate Vice-Chairperson**

The Undergraduate Vice-Chairperson shall preside at all meetings and functions that the Chairperson and the Graduate Vice-Chairperson cannot attend. The Undergraduate Vice-Chairperson shall also be considered the Parliamentarian for all meetings and functions in which they are not acting in the capacity of the Chairperson. The Undergraduate Vice-Chairperson shall be present at 75% of all meetings of SAC. The Undergraduate Vice-Chairperson will serve as the student representative for the Undergraduate Studies Committee (USC). Additionally, the Undergraduate Vice-Chairperson is also responsible for the operation of the New Student Mentoring Program (NSMP) described later in Article IV Section 9.

## **Section 11 – Duties of the Secretary**

The Secretary shall take minutes of all meetings and functions of SAC. The Secretary shall also preside at all meetings and functions in which the Chairperson and Vice-Chairperson cannot attend. If the Secretary is not present at a meeting or function of SAC, the Chairperson shall appoint someone to fulfill the duties of the Secretary for said meeting or function. The Secretary shall be present at 60% of all meetings of SAC.

## **Section 12 – Duties of the Treasurer**

The Treasurer shall handle all dues and accounts of SAC. The Treasurer shall preside at all meetings in which the Chairperson, Vice-Chairperson, and Secretary cannot attend. If the Treasurer is not present at a meeting or function of SAC, the Chairperson shall appoint someone to fulfill the duties of the Treasurer for said meeting or function. The Treasurer shall serve as the chairperson of the Budget Committee. It is the responsibility of the Treasurer to make sure that SAC submits an appropriate budget with UOSA each year. The Treasurer shall be present at 60% of all meetings of SAC.

## **Section 13 – Duties of the Representatives**

Representatives shall be the point of contact for all students in the School of Meteorology. Representatives shall relay the business of SAC to their respective peers and relay the concerns of their respective peers to SAC. Representatives shall serve on at least one standing committee and attend at least 50% of all meetings of SAC.

## **Article IV Committees**

### **Section 1 – Standing Committees**

SAC shall have six (6) standing committees: Executive Council, Budget Committee, Multi- Cultural Dinner Committee, Town Hall Committee, Website Committee, and Tutoring Committee.

### **Section 2 – Ad-hoc Committees**

Ad-hoc committees may be formed at any time by either the Chairperson or by majority vote of the membership. Once formed, the Chairperson shall nominate persons to serve on the committee and the nominees must be confirmed by the organizational leadership.

### **Section 3 – Executive Council**

- i. The Executive Council shall consist of the members of the organizational leadership. For the purposes of this, and subsequent, documents, Executive Council and organizational leadership are synonymous.
- ii. The business and affairs of SAC are entrusted to and shall be managed by the Executive Council, subject to the powers and limitations imposed by the Constitution and By-laws. The Executive Council shall have all of the powers, subject to the limitations stated in the Constitution and / or By-laws, granted unto it by UOSA and the body of SAC.
- iii. Regular meeting of the Executive Council shall be held no less than every month and no more than every other week.
- iv. Special meetings of the Executive Council can be called by the Chairperson when deemed necessary. Members of the Council must be given written notice of the meeting 24 hours prior to the meeting. Email notification shall be considered sufficient.
- v. Meetings of the Executive Council are open to all members of SAC.
- vi. A closed meeting of the Executive Council requires a two-thirds (2/3) majority vote of Executive Council members present. Only members of the Executive Council may be allowed to attend a closed meeting of the Executive Council.

#### **Section 4 – Budget Committee**

- i. All Full Members of SAC are eligible to serve on the Budget Committee.
- ii. The Budget Committee shall be served with the responsibility of setting the budget requirements for a given year, subject to majority approval by the Executive Council of SAC at the third meeting of the fall semester.
- iii. The Budget Committee shall represent SAC at any and all required budget related meetings and requirements set by UOSA.
- iv. The Chairperson of the Budget Committee is to maintain appropriate financial records of SAC's activities.
- v. Meetings of the Budget Committee shall be set by the Chairperson of the Budget Committee, with seventy-two (72) hours written notice given to all members of the committee. Email notification shall suffice as written notification.

#### **Section 5 – Multi-Cultural Dinner Committee**

- i. The Chairperson of the Multi-Cultural Dinner Committee shall be appointed by the SAC Chairperson from within the Executive Council of SAC.
- ii. All Full Members of SAC are eligible to serve on the Multi-Cultural Dinner Committee.
- iii. The Multi-Cultural Dinner Committee shall be charged with hosting SAC's annual School of Meteorology Multi-Cultural Dinner.
- iv. The Multi-Cultural Dinner Committee shall also be charged with working with the Budget Committee in determining how much money to spend on hosting said event. The Multi- Cultural Dinner Committee has the final say on how to spend the money allocated by the Budget Committee for SAC's annual School of Meteorology Multi-Cultural Dinner.

#### **Section 6 – Town Hall Committee**

- i. The Chairperson of the Town Hall Committee shall be appointed by the Chair from amongst all second year SAC Executive Council members. They, along with the SAC Chairperson, shall serve as the moderators for the Town Hall meetings.
- ii. All Full Members of SAC are eligible to serve on the Town Hall Committee.
- iii. The Town Hall Committee shall be charged with hosting SAC's annual School of Meteorology Town Hall Meeting. Separate meetings for graduate and

undergraduate students are required. These meetings must be held no less than once an academic year and no more than once per academic semester.

- iv. The Town Hall Committee shall also be charged with working with the Budget Committee in determining how much money to spend on hosting said event. The Town Hall Committee has the final say on how to spend the money allocated by the Budget Committee for SAC's annual Town Hall meetings.
- v. In the days following a Town Hall meeting the Town Hall Committee, along with the SAC Chairperson, shall put together a Town Hall Meeting Report. This report shall be filed with the Executive Council no later than two (2) weeks following a Town hall Meeting.
- vi. Following discussion on the Town Hall Meeting Report at an Executive Council Meeting, the Chairperson of the Town Hall Committee, in conjunction with the SAC Chairperson, shall notify the director of the School of Meteorology of desire to present the Town Hall Meeting findings to the faculty.
- vii. Following presentation to the faculty, the Town Hall Committee shall present copies of the full Town Hall Meeting Report to the appropriate faculty meeting. Typically, this will either be the GSC and/or the USC.

#### **Section 7 – Website Committee**

- i. The Chairperson of the Website Committee shall be appointed from within the Executive Council of SAC.
- ii. All Full Members of SAC are eligible to serve on the Website Committee.
- iii. The Website Committee shall be charged with maintaining SAC's website. This includes, but is not limited to, updating web content for upcoming SAC events, updating of SAC's activities and reports, and keeping an up-to-date SAC roster on the website.

#### **Section 8 – Tutoring Committee**

- i. The Chairperson of the Tutoring Committee shall be appointed from within the Executive Council of SAC.
- ii. All Full Members of SAC are eligible to serve on the Tutoring Committee.
- iii. The Tutoring Committee shall be charged with maintaining SAC's tutoring program. This includes, but is not limited to, finding appropriate students to staff SAC's "Help Desk", setting schedules for SAC's "Help Desk", and pairing students requesting private tutoring with an appropriate tutor. They are also tasked with determining the necessity of SAC's "Help Desk" for that academic year. In

the case that SAC'S "Help Desk" is not offered for an academic year, the Tutoring Committee must notify School of Meteorology faculty/staff and students before the start of the academic semester after it is discontinued.

### **Section 9 – New Student Mentoring Program (NSMP) Committee**

- i. The Chairperson of the NSMP Committee will be the Undergraduate Vice-Chairperson. Refer to the NSMP Charter for further details regarding the program.
- ii. Brief guidelines for matching mentors and mentees
  - A single Qualtrics survey exists for new students and upperclassmen who are interested in NSMP, and it is the Chairperson of the NSMP Committee to distribute it to new students and upperclassmen who are interested in participating.
    - a. Upperclassmen shall serve as mentors and underclassmen shall be mentees.
    - b. Transfer students shall also be mentees. In the situation that the transfer student is significantly older than many other members, they will be considered mentors.
  - Mentor/mentee groups shall be created, manually or using an automated method, based on commonalities.
    - a. The Chairperson of the NSMP Committee shall strive for a mentee to mentor ratio no greater than 3:1, though exceptions may be made depending on applicant pool size.
    - b. Once groups are formed, a list of all groups will be distributed to those registered with NSMP.
- iii. Event management
  - Two primary events are expected to be hosted by NSWP per semester.
  - Each semester shall begin [mid-September/mid-February] with an "introductory" social event (i.e., providing pizza and a movie).
  - The second event shall be a collaboration event with other student organizations (e.g., OWL and SCAN).
  - If NSMP Chairperson wishes and/or if budget permits, there may be more than these specified events.
- iv. Communication
  - Event announcements and important updates for NSMP members shall be distributed via email (the email group [sommentoring@ou.edu](mailto:sommentoring@ou.edu) already exists and can be edited by Shawn Riley or someone in the SoM technology position).

- General communication shall be handled through a GroupMe with all NSMP members.

## **Article V Meetings**

### **Section 1 – Meetings**

Regular meetings of SAC shall occur no more than every other week and no less than every month with the Chairperson setting the first meeting of the semester. The Chairperson may call an emergency meeting of SAC, so long as written notification of said meeting to all members of SAC occurs forty-eight (48) hours prior to the start of the meeting. Email notification will suffice as written notification.

### **Section 2 – Notification of Town Halls**

Announcement of SAC town halls shall be posted in public space within the National Weather Center at least seventy-two (72) hours prior to the start time.

### **Section 3 – Quorum**

Three-fifths (3/5) of all Executive Council members shall be considered a quorum. This holds true for all meetings of committees and subcommittees.

## **Article VI Amendments**

### **Section 1 – Proposals**

All proposals to amend this document must be presented in writing at a regularly scheduled meeting of SAC.

### **Section 2 – Notice**

Once a proposal to amend this document has been presented in writing at a regularly scheduled meeting, the Chairperson must make a sufficient attempt to provide notification to all Full Members that a proposal to amend this document has been submitted. In this notification the Chairperson must state that the proposal to amend this document will be read and discussed, but not voted on at the next meeting. The Chairperson must also place a copy of this proposal in a place where all members have

access to read said proposal. After the meeting in which the proposal is read and discussed, the Chairperson shall schedule a vote on the proposal for the next regularly scheduled meeting of SAC.

### **Section 3 – Voting Requirement**

Once a proposal to amend this document has been submitted in writing to the body of SAC, has been read and discussed at a prior meeting, the Chairperson shall hold a vote on said proposal. A vote of three-fourths (3/4) of all members present shall be required to pass the proposal. Following passage of an amendment, three copies of the amended constitution must be submitted to the proper authority at the Center for Student Life.

### **Article VII UOSA Mandated Code**

- i. Anything not covered in this constitution shall be governed by *Robert's Rules of Order, Revised*.
- ii. SAC is independent from any national or parent organization, but is still subject to Local, State, and Federal laws.