

**By-laws for the University of Wisconsin-Madison
Department of Atmospheric and Oceanic Sciences
Alumni Engagement Board**

Article I. Name

The name of this organization shall be called the UW-AOS Alumni Engagement Board.

Article II. Mission and Objectives

1. The Alumni Engagement Board (AEB) seeks to foster a link among currently enrolled students and our widespread and successful graduate and undergraduate alumni. The AEB serves as a resource for professional contact, social opportunities, position openings, development of major gifts and financial support for the department, and a source for feedback and support on department initiatives.”
2. Objectives are...
 - a. Serve as a hub for current students to connect with alumni who are employed or have been previously employed in a specific career track directly or tangentially related to the niche fields of Atmospheric, Oceanic, or Environmental Sciences
 - b. Facilitate web-based seminars hosted by alumni and affiliates that focus on assisting current students with career development planning and opportunities
 - c. Promote fundraising efforts across the department’s extensive alumni network to help fund scholarships, advance proposed specialty courses, and strengthen the foundation of the department to insure the best academic experiences for future generations
 - d. Serve as a social and career network among graduates, former students, and friends of the Department of Atmospheric & Oceanic Sciences

Article III. Membership

1. AEB Membership is open to all alumni, former students and friends with affiliation to the department.
2. AEB members agree to adhere to all Articles outlined here within during their commitment of a 2-year term.

Article IV. Governance

1. The elected members of the AEB, shall be one chairperson and four to eight other members.
2. Election of AEB members and chair(s) is outlined in Article VI
3. Each member of the AEB must participate in as many meetings/discussions as possible or risk recall through procedures laid out in Article VI section 4.

4. Members will serve a term of 2-years commencing on July 1 and terminating on June 30 with the opportunity to serve 2 consecutive terms. AEB members are limited to a lifetime total of 3 terms.
5. Chair(s) serve one-year terms commencing on July 1 and terminating on June 30. Chairmanship counts as 1-year of service to the AEB. The duties of the Chair(s) include:
 - a. Make arrangements for AEB meetings.
 - b. Disseminate information to the AEB.
 - c. Authorize any expenditures in conformance with the by-laws.
 - d. Aid and oversee the actions of the other members as necessary.
 - e. Make an effort to ensure proper representation of the AEB is provided at appropriate departmental or alumni functions.
 - f. Break any tie-votes when necessary.
6. Other positions:
 - a. Such as secretary, treasurer or faculty liaison will be filled as needed by members of the AEB and their duties described at that time.
 - b. The most recent chair(s), upon completion of their term, one AOS faculty/staff member, one undergraduate student and one graduate student will serve as ex officio members. The AOS faculty/staff member will be nominated by the faculty/staff. The undergraduate student will be the American Meteorological Society Chapter president and the graduate student will be the AOS Graduate Student Association president.

Article V. Committees

1. Committees can be created for addressing issues of the AEB at any time.
2. A committee shall consist of at least three (3) members of the AEB.
3. A committee cannot make binding decisions.
4. A committee is not intended to represent the AEB as a whole.
5. Committees shall be reformed after the new AEB is established each year.

Article VI. Procedures

1. General AEB Meetings

- a. Meetings of the AEB membership shall be held at least once per calendar quarter.
- b. Meeting dates shall be determined by the chair(s). Announcement of the meeting time and agenda shall be e-mailed to the members three (3) days in advance of the scheduled meeting.
- c. Binding decisions shall be made only during meetings and require a quorum of one-half of the AEB, however a smaller number of members may meet without power to decide for the greater consensus.
- d. Decisions up for a vote will be nominated and seconded before a full vote is conducted.
- e. AEB meetings, or portions thereof, may be open or closed to non-members.

2. Election of Members

- a. An announcement for member nominations will be sent out within 3 days of April 1 to the AEB list-serv and posted on the AOS Alumni News. Nominations must include a short write-up expressing why membership is desired and a current resume.
- b. Nominations must be submitted via email by May 1st to the current AEB members. (alumniboard@aos.wisc.edu)
- c. Candidates are selected by a majority vote from the current members only if there are more nominations than slots available, otherwise all nominations will be approved. New AEB members will be notified via email by June 1.

3. Election of Chair(s)

- a. Outgoing AEB members, members in mid-term, and newly elected AEB members are all invited to nominate a chair from June 1-15 with an election occurring during the window of June 16-30.
- b. The chair nominee must be a current AEB member. New members are ineligible for Chairmanship.
- c. The voting AEB members per Article VI section 3 subsection a, will use an anonymous online poll setup by the secretary to rank their choices in order of priority from 1 to X where X is the number of nominees. The nominee who receives the lowest total will be the new chair. In the event of a tie, 2 co-chairs may be elected to lead the board for the term.
- d. In the event the chair is recalled or can no longer serve in the role, a new election for the chair position will be held immediately to serve out the remainder of the calendar year.

4. Recall of AEB Members

- a. Any AEB member can initiate a recall procedure against another member.
 - b. To initiate, a member must create a petition stating the reasons for recall which must be submitted and seconded at a meeting.
 - c. During or prior to the next meeting, the member proposed to be recalled may submit evidence as to why they should not be recalled.
 - d. The petition will be voted on at the next meeting. A $\frac{3}{4}$ vote is necessary for the member to be recalled. A less than $\frac{3}{4}$ vote will result in the member remaining in good standing.
5. Resignation of AEB Member and/or Chair.
- a. A member or chair may relinquish his/her position at any time.
 - b. This is done by submitting a resignation letter to the AEB.
 - c. Only a chair position will be filled within a calendar year in accordance to Article VI section 3 subsection d.

Article VII. Expenditures

If access to funds becomes available, the allocation of such funds must be approved by a two-thirds (2/3) majority of the AEB present at the time of a meeting, unless other external constraints are placed on the monies by the source.

Article VIII. By-Laws Ratification and Amendments

These by-laws will be officially adopted by the AEB when three fourths (3/4) of the AEB approves.

1. Amendments may be made to the by-laws at any time.
2. Ratification of amendments must be made by two-thirds (2/3) of the membership present at a meeting for two (2) consecutive meetings.
3. Meetings must be at least three (3) weeks apart.
4. At least 3 days before the second meeting, the full text of the pending amendment shall be distributed to the whole AEB through the agenda for the next general meeting.
5. Voting shall be conducted by secret ballot.
6. Anything not outlined in the by-laws requires an amendment.

Article IX. Disbanding the AEB

1. The AEB will disband if the membership falls below five members including chair or co-chairs and no additional individuals come forward to join the AEB within the 1-month probationary period.

2. The probationary period will commence as soon as the AOS faculty are notified of the potential disbandment of the AEB by the faculty AEB representative within 1 week of membership dropping below the specified 5-member minimum threshold.