

ΧΕΠ HANDBOOK

CONSTITUTION

POSITIONS

President – Vice President – Treasurer – Secretary
Student-Faculty Representative – Recruitment Chair – Computing Chair

HISTORY

CONSTITUTION FOR ΧΕΠΙ (CHI EPSILON PI)

THE UCLA ATMOSPHERIC & OCEANIC SCIENCES GRADUATE STUDENT ASSOCIATION

24 JULY 2009

STATEMENT OF PURPOSE

Broadly speaking, the goal of Chi Epsilon Pi (ΧΕΠΙ) is to support graduate students in the Department of Atmospheric and Oceanic Sciences at UCLA. This can include social, academic, professional, service, and advocacy activities. It can also include activities that assist the atmospheric and oceanic sciences or broader community as a whole, instead of being specifically targeted to just graduate students in the UCLA Department of Atmospheric and Oceanic Sciences.

STATEMENT OF NONDISCRIMINATION

ΧΕΠΙ, in accordance with applicable Federal and State law and University Policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition, (cancer related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam era Veteran or special disabled Veteran. ΧΕΠΙ also prohibits sexual harassment. This non-discrimination policy covers organization membership, access to organization programs and activities, and the general treatment of members in the organization.

MEMBERSHIP

Membership shall consist of all currently and previously registered graduate students in the UCLA Department of Atmospheric and Oceanic Sciences. Membership is also extended to any other individuals who is a member of the UCLA community and who support the goals of this organization. However, individuals who are not currently or previously registered graduate students in the UCLA Department of Atmospheric and Oceanic Sciences can be denied membership if two-thirds of the existing membership present at a "serious business" meeting votes to do so (see "Procedures for Amending the Constitution" for a definition of a "serious business" meeting).

ELIGIBILITY FOR VOTING PRIVILEGES AND VOTING PROCEDURES

Voting privileges are granted only to members who are currently registered graduate students at UCLA. All members present at an association meeting are eligible to vote. Votes may be taken either by voice vote or written secret ballot. However, if any member requests a written secret ballot for a particular vote, that vote must be made by written secret ballot.

ORGANIZATIONAL STRUCTURE

Overall leadership of the group is provided by a presidency, which shall consist of one to three members. The number of members in the presidency for that term is decided at the elections for the officers.

Additional officers of the organization include a Treasurer, a Faculty Representative, a GSA Representative, and a Computer Committee Representative. All these offices and the presidency are elected positions. Other committee representatives can be appointed by the presidency, with the approval of the other officers, as needed. A single individual can be elected to more than one of these offices. Each officer serves for a term of 12 months, beginning with a new school year. Meetings at which officer elections occur must be "serious meetings." Elections for the following year's officers should be held during the summer before the start of the school year. There is no limit to the number of terms an officer can serve.

FINANCIAL RECORDS AVAILABILITY

The financial records of the association are available to authorized University officials upon request. Additionally, all members have the right to examine the financial records of the association on request.

PROCEDURES FOR AMENDING THE CONSTITUTION

Amendments must be passed by a minimum two-thirds majority of members present at a "serious business" meeting. A "serious business" meeting is any association meeting that was publicly announced at least twenty-four hours before the meeting time. An e-mail announcement sent to the majority of graduate students currently registered in the department qualifies as a public announcement.

AMENDMENTS

1. The office of Treasurer is hereby expanded to include the duties of Secretary of the organization. This expanded office is entitled "Treasurer/Secretary." (May 15, 1996)
2. No association monies can be spent without the verbal or written approval of the Office of the President. (December 4, 1997)
3. The offices Treasurer/Secretary and GSA Representative are hereby reorganized into the new offices entitled "Secretary" and "Treasurer/GSA Representative." Further, the latter office may be occupied by more than one person during a given term. (5 October 2005)
4. A typewritten list of duties of the elected officials within XEII is available upon request, and is included as an appendix to this constitution in paper format. (29 January 2009)
5. All conjoined positions, with the exception of the Treasurer/GSA Representative, are dissolved into separate entities held by only one person. (29 January 2009)
6. Two new positions are created: Vice President and Recruitment Chair. The office of vice president is in charge of organizing social events and the recruitment chair is responsible for the organization of student visits. Further information is available in the position description appendix. (29 January 2009)

7. The elected officials of XEΠ are hereby referred to as the Executive Board. The health and culpability of XEΠ belongs to the Executive Board. (29 January 2009)

8. The President is given the power to appoint a person to the Executive Board if a position becomes vacant. The previous office holder and other Executive Board members can make suggestions as to the appointment, but the appointment is at the discretion of the President only. The appointed person shall serve out the remainder of the club year, until the next round of elections. (29 January 2009)

XEII: PRESIDENT

Created: 1/28/09

Modified: 7/24/09

Reviewed: 7/24/09

DUTIES

Overall leadership of XEII belongs to the president, and as such, the majority of responsibility for the health of the organization rests upon this position. The primary responsibility of the president is ensuring the existence and well being of XEII by registration of the club, maintaining communication with Department faculty and staff, and chairing meetings. The president is also the leader of the XEII Executive Board, comprised of all elected officials, and as such must maintain a healthy environment for interaction between Executive Board members and assist others in their duties when asked.

XEII's registration as a student run club at UCLA is a primary concern for the president, and he must act as one of the three signatories required. The two other signatories should ideally be the vice president and treasurer, but may be substituted at the discretion of the students holding those positions. Club registration occurs within the first three weeks of fall quarter. This registration is essential to the club, as it is a key source for various benefits, including funding and preferential room reservation. The president is responsible for all losses due to missed fall registration, as XEII will lose club status at UCLA, funding through student activities, and the ability to reserve locations through waiver pool. In the extreme case that fall registration is missed, registration can occur at the beginning of winter or spring quarter, and should be done at the earliest possible time. Refer to www.studentactivities.ucla.edu/

The president acts as a liaison between the student body and the department faculty and administration for all events, funding, and XEII leadership. The president should have a good relationship with the Department Manager, Student Affairs Officer, and Department Chair. However, the majority of academic and financial student affairs will be left to the Faculty Student Representative.

Finally, the president must call and chair meetings for both the XEII Executive Board and AOS Graduate Student Body. Executive Board meetings are to discuss internal actions and decisions of XEII. Ideally, these should be held monthly to keep all Executive Board members apprised of current events and plans. General meetings can occur less often, but are used to inform the AOS student body of events and decisions, recruit help for events, hold elections or votes, and/or collect dues. The president is responsible for announcing such meetings through both e-mail and placement on the XEII Calendar on the XEII website.

The outgoing president is responsible for a smooth transition among XEII elected officials. This includes review of the XEII Constitution and position documents, with updates as seen necessary. The president may request other officers to review their position documents as well. The president must organize the transfer of the XEII bank account into the names of the incoming president, vice president, and treasurer. Finally, the incoming and outgoing presidents must meet to discuss duties and requirements of the position.

IMPORTANT DATES AND EVENTS

Summer:

Hold elections

Fall (early):

Club registration

Assist collecting dues

Winter:

Assist Vice President with events

Assist Student Recruitment Officer

Spring:

Assist Vice President with events

Speak with Department Heads regarding Department Barbeque

XEII: VICE PRESIDENT

Created: 2/11/09
Modified: 7/24/09
Reviewed: 7/24/09

DUTIES

It is the duty of the vice president of XEII to maintain the social aspect of the organization, and is thus a signatory and member of the XEII Executive Board. Thus, the vice president should orchestrate all planning and execution of all social events. Any necessary paperwork or permissions need to be completed by the vice president, including financial responsibilities for events, and should be reviewed by the president and treasurer. The vice president needs to keep frequent correspondence with both the president and treasurer to remain apprised of fiscal implications of upcoming events.

Delegation of activities to non-executive board students willing to help is permissible (to maintain sanity) and the vice president will monitor these activities. The vice president should not take advantage of students who take on additional responsibilities, but help them, much like the chair of a committee.

The position requires great amounts of time for planning. Additionally the vice president is responsible for maintaining an accurate description of all events that sponsored by XEII and a coordinating timetable. If anything changes from the previous year, it is the duty of the vice president to alter this duty sheet accordingly. Also, the vice president is required to report contacts to the secretary to keep for records and future reference.

Finally, it is the responsibility of the outgoing vice president to inform the incoming vice president of their duties. Simply giving them this sheet of paper is not sufficient. Because the vice president is in charge of the heart of the club, every event needs to be described and talked about in depth as part of a transition. Additionally, if the newly transitioned vice president has a question about procedures or events, the old position holder has a responsibility to help by answering correspondence promptly.

EVENTS TO LEAD

Summer (late):

Camping trip planning

Fall:

Camping trip

Pizza Party

Winter:

Potluck

Beer & Burrito Ball

Spring:

Department Barbeque

XEII: TREASURER

Created: 7/27/09

Modified:

Reviewed: 7/27/09

DUTIES

The most important duties for treasurer of XEII are taking care of all financial transaction and finding available funding for XEII events. In addition, treasurer is also the department GSAR (Graduate Student Association Representative) and must attend all the meetings held by GSA Math and Physical Science Council. As the treasurer is responsible for the financial health of XEII, s/he should be a club signatory.

Before planning events, the treasurer needs to provide accurate financial information and possible funding information to the corresponding event organizer. Possible funding for events can be found on the GSA, CSP (Center for Student Programming), and ASUCLA (Association of Students UCLA) websites.

After events, the treasurer is responsible for collecting and keeping copies of spending receipts as records while updating XEII account information. The treasurer must prepare reimbursement applications and submit them to the appropriate funding source. If an event has a fee, the treasurer is responsible for collecting this fee, as well as annual dues (if applicable).

As the XEII GSAR, the treasurer needs to register XEII under GSA at the beginning of each school year and attend approximately three meetings per quarter. Each year, funding based on the number of students in the department from the previous school year will be allocated to XEII for student event use. Any reimbursement application will be submitted during such meetings.

Finally, the outgoing treasurer organizes this position's transition, and includes giving all the records of financial information to the incoming treasurer (for example, all previous copies of receipts and check books). The outgoing treasurer is also responsible for answering any questions from the incoming treasurer regarding the duties of this position.

ANNUAL FINANCIAL EVENTS

Yearly:

Collect dues and event fees from graduate students.

Fall quarter:

Funding and reimbursement for camping trip. (Funding usually comes from the department or GSA)

Winter quarter:

Funding and reimbursement for Beer & Burrito Ball. (Funding usually comes from GSA and ASUCLA waiver pool)

Spring quarter:

Funding and reimbursement for DAOS Picnic (Funding usually comes from the department or GSA)

XEΠ: SECRETARY

Created: 7/24/09

Modified:

Reviewed: 7/27/09

DUTIES

The Secretary is responsible for maintaining and adding to the records of XEΠ. Thus, the secretary is responsible for taking notes during general XEΠ meetings and sending out the meeting summary by email. At officer XEΠ meetings, the Secretary is responsible for taking minutes, which are kept private to XEΠ officers. There are currently two separate lists for this purpose, one (xep@atmos.ucla.edu) for officers meetings only, and one (grads@atmos.ucla.edu) for general XEΠ meetings to the student body. The secretary should also provide public minutes to the Student Computing Chair so meeting information can be posted on the XEΠ website.

The Secretary is often the one with the most direct access to the records, and as such will often be in the right position to bring up things at meetings that the other officers may have overlooked, and remind people about upcoming requirements or deadlines.

The Secretary is also responsible for keeping an up-to-date address book of contacts that are important for XEΠ well being, as well as contacts that are important for the organization of social events. Generally in the process of scheduling events the President, Vice President, and Treasurer will end up with many such contacts, and it is the responsibility of the Secretary to make sure the contact info is obtained and recorded.

The secretary is also responsible for keeping the XEΠ file, containing all other vital paperwork besides the logbook and the address book. After each election, the outgoing secretary should ensure that the incoming secretary receives all of the material (the logbook, address book, and file).

IMPORTANT DATES AND EVENTS

Summer

Make sure the incoming secretary receives the XEΠ file, which should include both the XEΠ logbook and address book, along with all other paperwork

All the time

Take meeting minutes, email them to the relevant people. Keep track of records and subtly remind people of things they're forgetting.

XEII: STUDENT - FACULTY REPRESENTATIVE

Created: 1/28/09

Modified: 7/24/09

Reviewed: 7/24/09

DUTIES

The Student – Faculty Representative is a member of the XEII Executive Board and is the primary liaison between the general student body and the AOS department faculty. It is the responsibility of the Student - Faculty Representative to contact the Department Manager to be aware of faculty meetings and attend said meetings. The Student - Faculty Representative may be restricted from attending portions or all of said meetings. The frequency of the said meetings may vary.

At the faculty meetings, it is the responsibility of the Student - Faculty Representative to inform the faculty of any relevant issues that concern individual student cases or the student body as a whole, and report back individually, to the XEII Executive Board, or the student body through XEII.

The Student - Faculty Representative is the mediator between the student body and the faculty. In this regard, he/she should cooperate closely with the front desk and especially with the Student Affairs Officer for the better resolution of the above-mentioned issues. Also, the Student – Faculty Representative represents the students' interests in the Bosart Reading Room.

EVENTS TO LEAD

None

XEII: STUDENT RECRUITMENT CHAIR

Created: 1/28/09
Modified: 2/18/09
Reviewed: 7/24/09

DUTIES

The Recruitment Chair is a member of the XEII Executive Board and has main duties that fall in late February and March when prospective students visit the UCLA campus to aid in the decision to join the UCLA AOS Department.

The Recruitment Chair must help organize prospective student visits by working with Carol (student affairs officer) schedule meetings with current graduate students. There are also usually funds to take the prospective students out to dinner. The Recruitment Chair must plan the dinner location, logistics of getting the students to the dinner, and getting them safely back to their hotel. The Recruitment Chair is often also the graduate student designated to field questions / emails from prospective students on housing, the program in general, and any other concerns they may have. Occasionally students visit in the autumn or early winter quarters prior to the set recruitment season. The Recruitment Chair must also help with these visits.

Professors interested in working with the prospective students also often ask for thoughts on the visiting students and if the Recruitment Chair learned any new information speaking with the students that would be helpful for their recruitment.

The Recruitment Chair is also invited during the First Year orientation day to answer any student questions and organize a group lunch. This usually occurs the week before classes begin.

IMPORTANT DATES AND EVENTS

Week before Fall Quarter Classes Begin:

Arrange for a few seasoned graduate students to be present for 1st year orientation day to answer any questions and potentially arrange a brown bag lunch with old and new students.

Fall:

Meet with any prospective students that make a trip to UCLA on their own.
Arrange for other graduate students to meet with them time allowing.

Winter Quarter (Feb/Mar):

Prospective Student Weekend: meet with students coming on official visit.

One-off visits: meet with any remaining students not coming on the official weekend

Emailing: respond to questions from prospective students as they make their selection process

XEΠ: STUDENT COMPUTING CHAIR

Created: 1/28/09

Modified: 7/27/09

Reviewed: 7/27/09

DUTIES

The student computing chair has two duties: to attend the departmental computer committee meetings as the student representative, and to maintain the XEΠ web page. It is very important that the student computing chair has a wide knowledge of the workings of computers. Such areas include, but are not limited to: networking, different operating systems (especially Linux, which is installed on the computers in the synoptic lab), cluster (parallel) computing, web servers.

The departmental computer committee consists of the department manager, faculty representative, researcher representative, student representative (student computing chair), and the system administrators. The committee meets to discuss the usage of departmental computing funds, management of the synoptic Lab computers, the IT support and needs of the departments, and other computer related issues. The computer committee does not have a regular meeting schedule. Generally, there is one meeting per quarter; however, more frequent meetings may occur when there are many issues at hand. The student computing chair represents students' interests and concerns at such meetings.

The XEΠ web page is hosted on the department's web server. The account that hosts the files is "xep". The student computing chair will have access to those files and be able to modify its contents. Problems with the hosting or the server can be directed at the system administrator. The system administrator can also perform password reset for the xep account. The student computing chair is responsible for maintaining and updating the XEP website. The URL of the website is: www.atmos.ucla.edu/~xep/

IMPORTANT DATES AND EVENTS

Every Quarter:

Computer Committee Meetings

BRIEF HISTORY OF ΧΕΠ

The Atmospheric Sciences and Meteorology honor society of ΧΕΠ (Chi Epsilon Pi) was founded at the University of California, Los Angeles in 1951. The goals of the society were to distinguish outstanding students of the subject and promote student interest and knowledge of Atmospheric Sciences and related fields.

This was done through various activities such as forecast competitions, weather phenomena photograph competitions, weather map discussions, and social events.

The early years of ΧΕΠ had many notable active members, such as Jacob Bjerknes and Morris Neiburger, both of whom have an award in their name at the Department of Atmospheric and Oceanic Sciences at UCLA.

In 1962 a chapter of ΧΕΠ was created at Texas A&M, followed by a chapter at Florida State University. In recent years, several new chapters have been formed at other schools throughout the country, all with notable Atmospheric Science or Meteorology programs.