

ARTICLE VII. Secretary–Treasurer

1. The Secretary–Treasurer shall have such powers and duties as are provided in the Constitution and Bylaws.
 2. The Secretary–Treasurer shall be responsible to the Council and shall be administratively responsible to the Executive Director and can be removed by a majority vote of the voting membership of the Council.
 3. The Secretary–Treasurer shall:
 - A. Serve as Parliamentarian for meetings of the Council and Executive Committee;
 - B. Keep a record of all business meetings of the Society, Council, and the Executive Committee;
 - C. As provided in these Bylaws and any amendments thereof, give notice of all meetings of the Society and Council;
 - D. Keep a correct list of the name and current address of every member of the Society;
 - E. Secure the written consent of all candidates for elective office before giving the report of the recommended slate to the Members eligible to vote;
 - F. Give notice of election to all persons elected to membership in the Society;
 - G. Keep the accounts, have charge of all the funds of the Society, collect all annual dues and other payments due the Society, and make all payments for the Society;
 4. With the approval of the Executive Committee, the Secretary–Treasurer may delegate to such person or persons as he or she thinks best, power to sign for the Society checks of any amount not in excess of such amount to be determined by the Executive Committee from time to time. In the absence of or in the event of the unavailability of the Secretary–Treasurer, or during a vacancy in that office, the duties may be performed by an interim appointee.
- H. Make a statement of the accounts of the Society at each Business Meeting and whenever requested to do so by vote of the Council or Executive Committee; and
 - I. Internally audit the financial, legal, and correspondence functions of the Society.

ARTICLE VIII. Amendments to the Bylaws

No part of the Bylaws shall be amended except in the following manner: a proposed amendment shall be submitted to each member of the Council for his or her notice and comment at least thirty (30) days before the Council meeting at which a vote on the proposed amendment is to be taken. After notice is given, the proposed amendment must be approved by a vote of Council of at least two-thirds of the Council members eligible to vote.



AMS Diversity Statement

The American Meteorological Society promotes the participation of a full and diverse community in all activities of the Society on the basis of professional attributes alone. Such activities include publications, meetings, conferences, education, awards and honors, and employment. The Society firmly believes that discrimination based on any nonmerit factor will prevent the Society from reaching its full potential. Accordingly, it is the policy of the Society to encourage the fullest diversity of its participants and to ensure that all of the Society's activities will be carried out free of nonmerit discriminatory practices.