



WESTERN SNOW CONFERENCE

CONSTITUTION AND BY-LAWS



(Revised April 1995, edits 2012, 2015, & 2016)
Approved by Executive Board, April 18, 2016

I NAME

The name of this organization shall be the "Western Snow Conference".

II PURPOSE

The purpose of the Conference shall be to provide a forum for individuals and organizations to share scientific, management, and socio-political information on snow and runoff from any viewpoint and to advance the Snow and Hydrologic Sciences.

III MEMBERSHIP

There shall be four types of membership: individual, business, honorary, and life.

(I) Individual

An individual membership is open to any person having an interest in snow and runoff processes, forecasting, history, and science.

(2) Business

A business membership is open to any organization wishing to support the activities of the Western Snow Conference and its members. These memberships fall into three categories: corporate, standing, and purchasers.

(a) **Corporate memberships** are open to businesses that wish to support the Western Snow Conference.

(b) **Standing memberships** are open to institutions that wish to support the Western Snow Conference.

(c) **Purchaser memberships** are open to those interested in purchase of the Western Snow Conference proceedings.

(3) **Honorary**

An honorary membership is open to any person who shall have made a distinct contribution to the Western Snow Conference or to the science of snow hydrology and streamflow forecasting. Honorary membership awards shall be recommended by the Awards Committee and shall be subject to unanimous approval by the General Chair and all four Area Chairs. Total number of honorary memberships outstanding at any calendar date shall not exceed five in number, and the membership is distinct from a Life membership. Honorary may be awarded to both long-term WSC members or non-member who meets the above guidelines.

(4) **Life**

A life membership is open to any member or former member of the Conference who is a past General Chair of the Conference or who has been active in the Western Snow Conference for not less than ten years and who has retired and is spending less than fifty percent of their time in gainful employment. Life membership is automatic for past General Chairs, but it must be applied for by other active members and ratified by the Executive Board at an annual meeting.

IV DUES

All dues shall be payable on a fiscal year basis (January 1 - December 31) and shall be set by the Executive Committee. Annual dues shall include one copy of the Proceedings and other official Conference material. Copies for business memberships are provided as required with a minimum of one copy provided for a business membership.

Honorary and Life Members are exempt from the payment of membership dues.

V MEETINGS

(1) **Executive Committee**

An Executive Committee meeting shall be held each year preceding the general meeting of the Conference. The General Chair or General Chair Elect, three of the four Area Chairs, and ten Area Committee members (or representatives of Area Committee Chairs or members) constitute a quorum for the transaction of any business of the Executive Committee. A minimum number for a quorum is the General Chair, three of the four Area Chairs or their designates, and at least 4 other Area Committee members in person or via teleconference. The results of discussions held at the Executive Committee meeting will constitute the items for review at the Conference general business meeting. Minutes from both the Executive and general meetings will be published in the annual Proceedings.

(2) **Annual Meeting**

An annual meeting of the Western Snow Conference shall be held for the presentation and discussion of reports and papers concerning snow and runoff science, as well as other related activities. This meeting shall be open to all members and interested parties. The meeting shall normally be held the third full week of April but the meeting may be changed at the discretion of the Executive Committee.

The annual meetings shall be rotated through the four areas so that all members shall have a chance to attend these meetings with a minimum of travel expense. The location of annual meetings shall be designated two years in advance and is the sole responsibility of the General Chair and the Conference Committee, but consultation with the Executive Committee during the annual meeting is advised. The Conference Committee will be responsible for local arrangements as noted in Article XIV (3).

(3) **General Business Meeting**

A general business meeting shall be held concurrently with the annual meeting of the Conference. This meeting will include reports from the General Chair, the Secretary/Treasurer and the standing committees referred to in Article XIV, as well as items of discussion as forwarded from the Executive Committee.

VI ADMINISTRATION

The administration of the Conference shall be vested in a General Chair, a General Chair-Elect, an appointed Secretary/Treasurer, and an Executive Committee of twenty members apportioned among the four areas of the United States, and the adjoining Provinces of Canada. The Executive Committee shall determine policies regarding all Conference activities, including those activities associated with the Standing Committees referred to in Article XIV.

VII DUTIES OF GENERAL CHAIR, GENERAL CHAIR-ELECT, AND SECRETARY/TREASURER

(1) **General Chair**

The General Chair shall be responsible for the administration of the Conference. The Chair shall appoint such committees as is deemed necessary for the successful accomplishment of the Conference aims. All contracts that encumber Conference funds shall be signed by the General Chair. All expenditures of funds of the Conference shall be approved by the General Chair and disbursed by the Secretary/Treasurer. The Secretary/Treasurer shall keep an accurate account thereof according to the terms of Article VII (4).

The General Chair shall preside at all meetings and shall be a member ex-officio of all committees.

(2) **General Chair-Elect**

In the absence of the General Chair, the General Chair-Elect shall preside. The General Chair-Elect will also function as an ex-officio member of the Executive Committee and will be kept abreast of the activities of the Conference by the General Chair and the Secretary/Treasurer.

The General Chair-Elect shall succeed to the office of General Chair for the unexpired term should the office become vacant. The General Chair shall then serve the remainder of the term of office plus their own term as General Chair. The Area Chair of the area of the General Chair shall succeed to the office of General Chair-Elect for the remainder of the unexpired term. This rule shall apply even if the Area Chair has served a term as General Chair.

The accounts of the Conference may be audited by the General Chair-Elect. This audit, if performed, will be reported to the Executive Committee for review with copies provided to the membership at each annual meeting.

(3) **Secretary/Treasurer**

The Secretary/Treasurer shall assist the General Chair in conducting the ordinary business of the Conference, including preparing general correspondence to the membership provided by the General Chair, liaising with Area Chairs and committees, and maintaining the membership and mailing list. The mailing list of the Western Snow Conference will not be distributed. The Secretary/Treasurer will collaborate with the volunteer who maintains the email lists of members, vendors, and past meeting attendees.

The Secretary/Treasurer shall be in attendance at, and shall keep the minutes of, the Executive Committee meeting and the annual General Business meeting.

The Secretary/Treasurer is responsible for operating the registration desk at the annual meeting.

The Secretary/Treasurer shall receive and process all funds of the Western Snow Conference, including conference dues and Annual Conference fees, as well as those funds mailed to the corporate address or website. The Secretary/Treasurer shall record all funds received and disbursed using recognized bookkeeping methods. The Secretary/Treasurer shall supply financial reports to the General Chair within 90 days after the annual meeting and other times as appropriate to the transacting of business.

The Secretary/Treasurer, with the approval of the General Chair, shall provide the Publication Committee with sufficient funds to conduct the ordinary business of the Conference.

The Secretary/Treasurer shall document procedures used to maintain and operate the bookkeeping and tax records of the Western Snow Conference.

VIII EXECUTIVE COMMITTEE

(1) Elected Members

The total number of members on the Executive Committee shall not normally exceed twenty, and shall not normally have more than five from any one area. In the event of a tie in an area's election results the Executive Committee may choose to either have the members of the current Executive Committee from that area decide on the individual to serve or the Executive Committee may choose to have an extra member for that term only. If any area should have a vacancy for any reason, the General Chair, with the advice and consent of the incumbent Committee members for the said area, may by appointment from within the area fill the vacancy until the next election.

(2) Appointed Members

The appointed Secretary/Treasurer shall be entitled to vote with the members of the Executive Committee in passing of items related to the business of the Conference.

(3) Past General Chairs

All past General Chairs shall be ex-officio members of the Executive Committee and shall be in addition to the twenty duly elected members. They may vote on all Conference matters, and may continue to serve as long as they wish.

IX ZONING

For election and assembly purposes, the Conference shall be divided into four areas as follows:

(1) North Continental Area

North Continental Area is comprised of Montana, Wyoming, Idaho, Alberta and the provinces to the east of the Continental Divide.

(2) South Continental Area

South Continental Area is comprised of Colorado, Utah, New Mexico, and the states to the east of the Continental Divide including any membership from outside of the United States and Canada.

(3) South Pacific Area

South Pacific Area is comprised of California, Nevada, Arizona, and the Pacific Islands.

(4) North Pacific Area

North Pacific Area is comprised of Oregon, Washington, British Columbia and Alaska.

X NOMINATION

(1) Executive Committee Members

Preceding each election for Executive Committee members, the Chair of each Area Committee shall, with the consent of the majority of members of the concerned Area Committee, name to the General Chair up to eight members of the Conference in that area, who, together with the others similarly chosen, shall constitute the nominees for the four areas.

(2) General Chair-Elect

Candidates for General Chair-Elect shall be nominated by the members of the Executive Committee of the Area in rotation and provided to the Area Chair of that area. The members of the Executive Committee from that area will then decide on the individual to be presented to the Executive Committee as the area's nominee for General Chair-Elect.

The order of rotation shall be the North Continental, South Continental, South Pacific, and North Pacific. Candidates for the position as General Chair-Elect shall be selected from:

- a) members of the current Executive Committee;
- b) former members of the Executive Committee who have served two or more terms on the Executive Committee; and
- c) members of the Conference who have served as Chair of a standing committee of the Western Snow Conference for the equivalent of two or more terms of the Executive Committee.

Potential candidates must reside in the area which presents the nomination and shall have an active interest in the current affairs of the Conference.

XI ELECTIONS AND APPOINTMENTS

(1) Executive Committee

An election shall be held once every two years. The four Area Chairs shall place the names of nominees to the Executive Committee on a ballot and distribute it along with a brief biography of each candidate to all dues-paying members in their area. The five who receive a plurality of the total votes shall be declared elected. In addition, the person receiving the most votes in each area, if willing to serve, shall be declared the Chair of

the Executive Committee for that area. If the person with the most votes is not willing to serve, the elected Area members will select a Chair by consensus.

Elections shall be held eight to ten weeks before the date of the annual meeting in even-numbered years. The ballot itself shall be conducted by email and will only be sent to individuals who have attended a meeting of the Western Snow Conference in the last 5 years.

If an Area has too few members to hold an election, or elections are deemed impractical by the Area Chair and the standing members of the Executive Committee of an Area, then the Area Chair may solicit volunteers from the most active Area members and thereby fill the slate of Area Executive Board members.

(2) **General Chair-Elect**

The General Chair-Elect shall be elected by the Executive Committee at the annual Executive Committee meeting in even-numbered years and will become the General Chair at the end of the two-year term as General Chair-Elect.

(3) **Secretary/Treasurer**

The Secretary/Treasurer shall be appointed by the General Chair in office with the consent of not less than two-thirds of the members of the Executive Committee present at the Executive Committee meeting.

XII TERM OF OFFICE

(1) **Executive Committee**

The term of all elected or appointed officials of the Western Snow Conference, with the exception of the Treasurer, shall be two years. The number of consecutive two-year terms that any member of the Executive Committee may serve is limited to four terms.

Following a two-year break: in service a member may again be eligible for nomination to the Executive Committee. The term of office of the Executive Committee shall begin at the start of the Executive Committee meeting in the even-numbered years. Ex-officio members may continue to attend for as long as they wish to remain involved.

(2) **General Chair**

The General Chair shall be limited to one term in office except as provided in Article VII. The term of office of the General Chair shall begin at the close of the annual meeting in the even-numbered years.

(3) **General Chair-Elect**

The term of office of the General Chair-Elect shall begin at the close of the meeting in the even-numbered years after recognition by the new General Chair.

(4) **Secretary/Treasurer**

The Secretary/Treasurer shall be appointed for a two-year term beginning at the close of the annual business meeting at the expiration of the term of the previous Secretary/Treasurer. The Secretary/Treasurer may, at the discretion of the General Chair, serve up to five terms if he/she is willing.

XIII REFERENDUMS

A referendum of any proposal maybe initiated by the General Chair, three members of the Executive Committee, or ten members at large. The voting on any question, including removal of officers, shall be conducted by the General Chair among the eligible voters, except that if the removal of the General Chair is proposed, the General Chair-Elect shall conduct the voting among members of the Executive Committee. A court consisting of the General Chair, the General Chair-Elect, and the four Area Chairs or their designees shall consider any dispute on procedure and its decision shall be final.

XIV STANDING COMMITTEES

(1) **Publications Committee**

The execution of the directions of the Executive Committee, subject to the terms in Article VI, will be vested in a permanent Publications Committee including an Editor and a Documents Manager.

a) ***Editor***

The Editor will coordinate all publications of the Western Snow Conference. The editor will review all papers submitted for publication to ensure compliance with the Executive Committee publication policy. The Editor will also prepare a foreword and dedication, a table of contents, collate the proceedings for publication, and serve as the contact between the printer and the Conference.

b) ***Documents Manager***

The Documents Manager will assist the Editor with the distribution of the proceedings. The Documents Manager shall distribute all mailings of the Conference through its permanent mailing location.

The Proceedings of the annual meeting shall be published each year and distributed to all dues-paying members. A copy of each publication of the Conference shall be mailed free of charge to each Honorary or Life member. At the General Chair's discretion, institutions may be designated to receive a

complimentary copy of the proceedings. These complimentary copies may be either a one-time contribution or continuing at the discretion of the General Chair. These distributions shall be coordinated through the Secretary/Treasurer and Documents Manager of the Conference.

At the discretion of the Executive Committee, non-conference material may be distributed to Conference members upon payment of mailing costs.

(2) Awards Committee

The Awards Committee shall select a winning oral presentation and poster presented at the Annual Conference. The Committee shall also be responsible for special awards such as the El Farsante Award. The Committee shall nominate members for Honorary status, as provided in Article III (3).

The James E. Church Award will be awarded on the recommendation of the Awards Chair and with the concurrence of the South Pacific Area Chair.

(3) Conference Committee

The Conference Committee will be responsible for coordinating and providing all local arrangements for the annual meeting. The local Area Chair will be the final authority on the meeting held within that area. Fees for the annual meeting shall be set by the chair of the Conference Committee with the approval of the General Chair after consultation with the Secretary/Treasurer.

XV EMOLUMENT

The Secretary/Treasurer may receive payment in the amount to be set by the Executive Committee, if requested by the Secretary/Treasurer. A contract setting out the terms of payment shall be prepared by the General Chair, approved by a two-thirds majority of the Executive Committee and signed by the General Chair and the appointed Treasurer, prior to the Secretary/Treasurer assuming responsibilities for the term.

XVI DISSOLUTION

In the event that the Western Snow Conference shall become dissolved and shall cease to continue its activities as provided in this Constitution and By-Laws, all assets of the Conference remaining after payment of all outstanding obligations, shall become the property of the University of Nevada, Reno, Nevada.