

# **Earth and Planetary Surface Processes (EPSP) Student Committee Bylaws**

*updated April 11, 2023*

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## **1. Goals & responsibilities of EPSP student committee**

- a. The goal of EPSP student committee is to engage student members of the EPSP community in various activities and initiatives, to represent student members to the EPSP executive committee, and to foster an inclusive community among all EPSP members. The EPSP executive committee supports the EPSP student committee through a liaison.
- b. The EPSP student committee will be responsible for the following tasks:
  - a. Engaging with the student community virtually over the course of the year (e.g., through the website, social media, etc.)
  - b. Elevating visibility of student members to EPSP (e.g., EPSP Early Career Spotlight)
  - c. Providing professional development resources for students (e.g., EPSP Connects, website)
  - d. Organizing activities at the Fall Meeting
  - e. Regularly interact and make suggestions to EPSP executive committee (e.g., annual EPSP executive committee, serve on Fall Program sub-committee)
- c. Apart from these tasks EPSP student committee will promote new initiatives and activities for the benefit of the EPSP community.
- d. Final decision-making authority on issues that either affect or represent the EPSP Section overall will rest with the elected Section leadership (the EPSP president, president-elect, and secretary).

## **2. Student membership and related issues**

- a. **Numbers:** The student committee shall consist of no more than 12 students and no fewer than 4 students. This number of members was selected to create a cohort of voting members for the student committee. Additional volunteers for various initiatives are strongly encouraged to participate.
- b. **Application procedure:**
  - i. Applications will be open every year, to ensure there's continuity between members and that there's not a knowledge gap if a large number of student members leave in the same year.
  - ii. **Timeline:**
    1. December – Advertisement
    2. End of AGU Fall Meeting to mid-January – Open application

3. Selection – mid-February
  4. New committee start – mid-April
- iii. **Advertisement:** Before the open application period, student committee members have to advertise via the EPSP Newsletter that goes to all active members or through direct communication from the EPSP President. Student committee members can also choose to advertise the opportunity during the EPSP Business Meeting before the Luna Leopold Lecture, at Gilbert Club (after the AGU Annual Meeting), and the gilbertclub and geomorph-L listservs.
  - iv. **Eligibility:** Students must be at least in their first year of their graduate studies by the time they start their tenure. Students should also self-identify themselves as part of the EPSP community.
  - v. **Application structure:** Applicants are asked to answer the following questions:
    1. What degree program are you pursuing? How many years are you into your program? How does your program relate to EPSP?
    2. What are your goals in helping with the EPSP student committee?
    3. The Student Committee is committed to promoting diversity and inclusion in the AGU EPSP community. Please briefly describe one of these themes:
      - a. Your values related to diversity.
      - b. Your experiences working with diverse populations.
      - c. Your ideas promoting diversity and inclusion in the EPSP community.
- c. **Selection of members**
    - i. **Criteria for selection** will follow a rubric created by the student committee (available in a separate document)
    - ii. **Votes:** Each current student committee member ranks the applicants in order of preference and submits the ranking in a google doc before the student committee member meeting that selects the next committee members. Successful applicants must have an approval by at least 2/3 of the current student members.
    - iii. **Vacancy:** If a vacancy occurs during the term, it does not have to be filled until the next application period.
  - d. **Appointment of Chair & Co-Chair**
    - i. The student committee chair and co-chair will be appointed at the same time as new members are brought onto the committee.
    - ii. **Criteria:** Chair must be a member who has served the student committee for at least one year.
    - iii. Members should self-nominate themselves for Chair and Co-Chair positions. In case of more than one nomination for any position, the student committee will select the Chair and Co-Chair through an anonymous election. The Executive Committee Liaison will not participate in the vote, unless the vote is tied, in which case the Liaison will cast the tie-breaking vote.

**e. Tenure**

- i. The student members have an opportunity to serve for up to 3 terms. Each term consists of one year. The student can continue to serve even after they have graduated.
- ii. Before December of each year, students will submit a short (250 word) reflection to the EPSP executive liaison of their engagement in the EPSP student committee and their goals for next year. In this reflection, student members will express if they would like to opt in and continue their tenure for another year.
- iii. **Removal from committee:** If student committee members miss more than 6 months of consecutive meetings and are not actively contributing to the student committee objectives, the EPSP executive liaison can remove a member from the committee.

**f. Disbursal of responsibilities & tasks among new members**

- i. The meeting after new members have been elected, current members introduce all existing projects and opportunities on the EPSP student committee.
- ii. All members will have 2-3 months to decide on a particular project to join, develop their own project, or continue with previous projects.
- iii. Student members who represent the EPSP Student Committee to other committees have to inform members of current events every month (or sooner).

**3. Regular meetings**

- a. The student committee shall meet every 2 months. The meetings are organized by the EPSP executive committee liaison.

**4. Communication with EPSP members**

- a. **Newsletter:** Student members are expected to work with the EPSP President, President-Elect, and Secretary to regularly update members. The student committee may elect to appoint one representative for this task. Content to consider sharing are names of student committee members (e.g., Fall Planning committee, EPSP social media committee, AGU's student committee), statistics of initiatives and recruitment (e.g., number of nominees/applicants, success rate), results of any surveys, reflections on barriers to engaging in EPSP as a student member, etc.
- b. **Executive summary:** Newsletter content provided by the student committee over the year will be archived on the AGU EPSP website. This archiving and reflection process can either be done in-person at AGU Fall Meeting or virtually prior to the meeting.