
GLEON Student Association

Operating Principles and Procedures

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Introduction and mission statement

GLEON Student Association (GSA) was initially created to establish an international network of students conducting GLEON affiliated research and participating in US National Science Foundation Resource Coordination Network (RCN) sponsored activities. The GSA's mission is to provide leadership, mentoring, and training opportunities for GLEON students and encourage student networking in GLEON. Due to the end of RCN program in 2012, modifications to the GSA structure and processes are required. This document describes the new GSA leadership structure, operation process and procedure.

GSA Operating Principles and Procedures Definition

Terms in these Principles and Procedures:

- "GSA": GLEON Student Association
- "GSA leaders": Chair, co-chair and co-chair elect
- "GSA admin": GSA co-chairs, adviser and program coordinator
- "GSA co-chair alumni" : A group of past GSA co-chairs
- "GSA sub-committee": A committee of GLEON members, requested by GSA leadership and involving at least one GSA leader
- "GLEON CCC" or "CCC" : GLEON Collaborative Climate Committee
- "GLEON All-hands meeting": Annual GLEON meeting.
- "GLEON pre-meeting workshop": workshop held (usually) one day prior to a GLEON All-Hands Meeting
- "GSA Tutorial": GSA organized tutorial session for all GLEON members during a GLEON All-hands meeting
- "GSA Workshop" or "Workshop": any workshops organized by GSA and others but not a pre-meeting workshop at GLEON All-Hands meetings

1. Membership

The GSA is a body of GLEON student members. All GLEON students (i.e., GLEON members who are students) are automatically registered to be a GSA member. When a member has completed their degree (e.g., BS, MS, or PhD), his or her GSA membership will come to an end, but membership as general member in GLEON will continue upon updating their status information with the GLEON program coordinator.

2. GSA Adviser

The GLEON SC appoints an adviser to mentor the GSA chair, co-chair and co-chair elect. The appointed adviser generally should be a member of the SC or ex-officio to the SC. The term of the GSA adviser is to be negotiated at the time of appointment, (the ideal term duration of 2 or 3 years). The GSA adviser provides direction, advice and support for GSA chair, co-chair and co-chair elect. It is the GSA co-chairs' responsibility to keep the GSA adviser fully informed of all GSA activities.

3. Leadership within the GSA

a. Structure and appointment term

The GSA leadership structure consists of a chair, co-chair and co-chair elect. The GSA leadership will serve for one year each of the co-chair elect, co-chair and chair position, with an overall leadership term of three years. The main purpose of the co-chair elect is to ensure a smooth transition from co-chair elect to co-chair, to guarantee a transfer of knowledge between chair rotations, and also to maintain continued motivation and enthusiasm in all things GSA. The GSA chair, co-chair and co-chair elect responsibilities and effort should honour GLEON's Operating Principles and Procedures.

b. Responsibility Categories of the GSA Leadership

- i. Ensure the GSA mission statement is fulfilled
- ii. Continue to inform, train and mentor GSA members
- iii. Act to communicate and facilitate the many opportunities for student members within the GLEON network
- iv. Represent GSA on the GLEON steering committee
- v. Represent GSA on the GLEON collaborative climate committee
- vi. Represent GSA outside of GLEON

c. Eligibility of GSA Leadership

A leadership candidate (co-chair elect candidate) must be a member of GSA (i.e., a member of GLEON and a student) at the stage of appointment. It is expected that the candidate would be willing to fulfil the GSA leadership term, which is typically 3 years. The GSA chair may complete his/her degree during the third year (chair position) of GSA leadership and continue their responsibilities as GSA chair until the new selection process of a co-chair elect is completed.

d. Rotation Process

A GSA member with the position of co-chair and co-chair elect assumes the role of chair and co-chair, respectively, e.g., annually, after one GLEON all-hands meeting term. However, an early rotation process may apply should one of the following conditions arise:

- i. If the chair decides to withdraw from his/her role before fully serving his/her term, the current co-chair rotates to be the chair, and the co-chair elect becomes the co-chair. The next co-chair elect can then be selected.
- ii. If the co-chair decides to withdraw from his/her role, the co-chair elect rotates to become the next co-chair. The next co-chair elect can then be selected.
- iii. If the co-chair elect decides to withdraw from his/her role, a new co-chair elect will be selected as soon as possible.
- iv. Any GSA chair, co-chair and co-chair elect position can be terminated by the GLEON SC, due to inability to carry out responsibilities to the GSA and GLEON. The position will be filled with the same criteria as other early rotation processes.

e. Nomination and selection process

- i. The GSA selection committee comprises the GSA chair, co-chair, the GSA adviser, the GLEON Program Coordinator and two members of the SC. This GSA selection committee is chaired by a member of the committee external to the GSA and should be appointed by the committee.
- ii. The announcement for the nomination of candidates for the next GSA co-chair role (e.g., co-chair elect) would be annual, e.g. possibly at a GLEON All-hands meeting. A notice is also sent by email to all the GLEON members after the All-hands meeting.
- iii. Candidates may be nominated by GLEON GSA members to the GSA chair selection committee. Self-nomination is acceptable.
- iv. Nominated candidates are contacted by the GSA chair to determine if the candidate is willing to be considered for the position. All potential candidates are strongly

encouraged to consult with their immediate advisor/supervisors about the time commitment involved before accepting the nomination.

- v. The selection committee recommends two candidates in order of preference for 1st and 2nd choices. The following criteria are considered during the process of identifying the top candidates, namely the candidates ability to:
 1. Preserve or enhance diversity (e.g. region, gender and intellectual diversity)
 2. Communication and research skills
 3. Contribution to the GLEON and retaining GLEON spirit, energy, talent and enthusiasm.
- vi. The chair of the GSA selection committee directly contacts the potential candidates and also contacts the candidate's adviser/supervisor. (It is preferred that the candidate's supervisor is in full support of their student upon taking the GSA leadership position). In the event that the first recommended candidate is unable to accept the position, the GSA selection committee chair will contact the second candidate.
- vii. The decision of the new "co-chair elect" is shared with the GLEON Steering Committee, then announced publicly (e.g., in the GSA Newsletter, through email, and on the GLEON website).

4. GSA Relation to SC and CCC

- a. GSA chair, co-chair and co-chair elect ensure direct and open links between the GSA and SC as stated in the GLEON Steering Committee OPP 6.3.vi. The following processes ensure this relationship.
 - i. The GSA chair has one voting seat on the SC.
 - ii. GLEON SC approves the GSA Operating Principles and Procedures by two thirds of supermajority.
 - iii. GLEON SC appoints the GSA advisor and has the right to review the appointment.
 - iv. GLEON SC along with the GSA advisor has the right to review the appointment of GSA chair, co-chair and co-chair elect.
- b. GSA chair, co-chair and co-chair elect ensure direct links between the GSA and CCC (Collaborative Climate Committee).
 - i. The GSA chair has one voting seat on the CCC
 - ii. The CCC provides feedback to the GSA from the annual meeting survey. The GSA chair, co-chair and co-chair elect will review and implement appropriate recommendations from the CCC.

5. GSA/GLEON Related Activities

GSA chair, co-chair and co-chair elect are available to facilitate interaction, communication and guidance to student related programs run in parallel with GSA activities. (e.g. Macro-system Graduate Student Cohort Fellowship Program, any programs under Pacific Rim Application and Grid Middleware Assembly (PRAGMA) and Networking Lake Observatories in Europe (NETLAKE)).

6. GSA Sub-committee

- a. Establishment of a sub-committee
 - i. The GSA leadership may establish subsidiary bodies or sub-committees to support GSA activities and provide leadership opportunities for GSA members.
 - ii. Tasks of sub-committees may include but are not limited to:
 1. Workshop organization (not a pre-meeting)
 2. Workshop material development
 3. Newsletter preparation
 4. GLEON All-hands' GSA event organization (e.g. pre-meeting workshop, Network Partnership Program, and ad-hoc tutorials).
 5. GLEON communication and representation outside of GLEON events.
- b. Foundation, Structure and Composition
 - i. The formation of a GSA sub-committee is initiated by the GSA chair, co-chair or co-chair elect. Notification of the set-up and recruitment to sub-committee will be announced through the newsletter, via email or the GSA chair may contact and recruit a GSA member with a specialised skill set relevant to a sub-committee.
 - ii. The chair of the sub-committee is to be nominated by members of the sub-committee. Alternatively, the GSA leadership may ask an experienced sub-committee member to lead a sub-committee as a co-chair or chair of the sub-committee.
 - iii. One of the GSA chair, co-chair or co-chair elect should participate in each individual sub-committee.
 - iv. Any sub-committee member can be terminated by the GSA chair, due an inability to fulfil responsibilities to the GSA sub-committee and GLEON.
 - v. The GSA chair, co-chair or co-chair elect are to keep the GSA adviser regularly informed of the sub-committee activities.
- c. Credits, acknowledgement and responsibility

GLEON GSA chair, co-chair and co-chair elect are responsible to oversee all sub-committee activities as a GSA activity. GSA chair, co-chair and co-chair elect should ensure contributions by members of the GSA sub-committee are acknowledged (e.g. on the website and/or newsletters).