

University of Tennessee
Department of Earth and
Planetary Sciences

College of Arts & Sciences

Earth and Planetary Sciences Advisory Board

Board Charter

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I. Purpose

The organization will be known as the Earth & Planetary Sciences Advisory Board (AB) for the University of Tennessee Department of Earth & Planetary Sciences (EPS).

The Advisory Board will provide opportunities for alumni and associated supporters to become better acquainted with the activities and accomplishments of the Department of Earth and Planetary Sciences, and to use their combined professional experience, expertise, and resources to influence and promote the Department's ongoing success.

The overall mission of the Advisory Board will be to provide external perspective, advice, recommendations, resources and related assistance as requested by the Department of Earth & Planetary Sciences (students and faculty).

II. Responsibilities

- 1) Through coordination with EPS faculty and utilizing the departmental objectives, develop and maintain an EPS alumni/student mentoring network to benefit EPS undergraduate and graduate student groups. This will include setting up and maintaining a social networking site and at least one in-person networking event a year (most likely at annual fall AB meeting).
- 2) Identify key advisors and mentors from industry and related constituent groups for the purpose of providing advice on career development for EPS students and alumni within the mentoring network.
- 3) Develop practical goals and identify potential areas for alumni and professionally related corporate entities to foster philanthropy for the benefit of the EPS department and students.
- 4) Identify and foster mutually beneficial relationships between EPS and its stakeholders (various industries, other academic departments, government, professional bodies, staff and students).
- 5) Develop and maintain continuing liaison with faculty and staff of EPS to provide ongoing knowledge of opportunities for EPS students, including but not limited to: internships; programs, courses, and initiatives that provide competitive advantages to students; & various funding avenues.
- 6) Nominate alumni and/or other highly involved EPS individuals for EPS recognition awards. Nominations should be annually by AB and be forwarded to the Department Head (DH) of EPS.
- 7) Convene for 2 meetings/year to coordinate Board efforts with updated departmental activities and objectives, to facilitate committee work, to re-establish priorities and to network with students. One meeting will be held in the Spring and the other in the Fall. A quorum (35% of the AB membership) is required to meet.
- 8) Participate in the planning of the meetings of the AB with Department Head.
- 9) Provide additional advice when requested by the Department Head.

- 10) Each member will contribute a suggested \$500 contribution (\$250 minimum) annually to the EPS Advisory Board Scholarship Fund to be used for supporting students and instructional activities within the Department.

III. Membership

A. Composition

The Advisory Board shall consist of group of up to 50 members and no fewer than 10, plus the Department Head (or designated representative), who shall be a member as of right. Board members shall select from among their members a Chair for a term of two years. The Chair will preside at Board meetings. In the absence of the Chair, the members then present shall elect a Chair for that meeting.

The Board should seek to maintain broad representation in its membership in regards to employment backgrounds, and also should ensure a mix of members representing varied graduation dates.

B. Board Members Qualifications and Selection

Members of the Board should come from areas where departmental graduates are being employed, including industry, academia, consulting and government. They should have a firm commitment to the EPS Department. They also should have capabilities in organizational skills, leadership, and a willingness to devote time to the activities of the Board.

Potential members may self-nominate or be nominated by other members of the Board. Selection will be made by a simple majority vote of Board members. This can be done at a duly convened board meeting or electronically (email for example).

A membership committee actively reviews and suggests nominees and brings forward nominations with associated qualifications to the Board for evaluation review and voting.

Board members are required to be in “good standing,” which means they are contributing time and/or resources to the board.

C. Terms

There will be no term limits for general members as long as they are in good standing.

D. Contributions

Each member will contribute a suggested \$500 contribution (\$250 minimum) annually to the EPS Advisory Board Scholarship Fund, to be used for supporting students and instructional activities within the Department. Young career professionals (first 5 years of working career) will have a suggested \$150 contribution level. Additionally, there will be a contribution category for multimember households of \$375 for two individuals a year, or \$225/yr. for young career professionals (first 5 years of career). Finally, there will be a hardship category of \$150/yr.

IV. Organizational Structure

A. Officers

Board members shall select from among their members a Chair for a term of two years. The Chair will preside at Board meetings. The selection of Chair will be approved by a simple majority vote.

A Secretary shall be provided by the Department for each AB meeting and will be responsible for taking and distributing meeting minutes to the Board and Department Head. The secretary will also provide support to and be a de facto member of the Membership/Nominating Committee.

A Treasurer shall be provided by the Department to oversee the financial/fiduciary management of members' dues that have been paid and disbursement of approved AB Scholarship Fund awards. The treasurer will be a de facto member of the Finance/Scholarship Committee.

Chairs of committees will be selected from the membership. Committee chairs will be approved by a simple majority vote.

B. Meetings

The Advisory Board will convene for a minimum of 2 meetings/year in order to update Departmental priorities and network with students. One meeting will be held in the Spring and the other in the Fall. A quorum (35% of the AB membership) is required to meet.

C. Minutes

The Secretary will be responsible for taking and distributing meeting minutes to the AB and Department Head.

V. Procedural Rules

A. Agendas

Advisory Board meeting agendas will be prepared by the AB Chair (with Board input as needed) and Department Head and circulated to board members ahead of meetings.

B. Chairperson Duties

The AB Chair is the Chairperson of the Advisory Board and shall have general supervision of its affairs and be subject to the control of the Board. The Chair shall preside at all meeting of the membership and shall carry out the policies established by the Board.

VI. Amendments of Charter

Amendments to the Charter must be approved by a two thirds majority of the Board. Amendment efforts must be undertaken at a duly convened Board meeting (or electronically if discussion has occurred during a meeting), provided that the notice of such meeting shall set forth in detail the amendment or rescission to be acted upon. Videoconferencing is an authorized venue for voting on amendments.

VII. Committees

A. Executive Committee

The Advisory Board may create an Executive Committee (EC), which would be an advisory group to the AB Chair, upon consensus of the Board as to the need for an EC.

B. Special or Standing Committees

The Advisory Board may create such special or standing committees as they deem advisable. Effort should be made to assign a member of the EPS faculty to each committee. Current committees are listed below and have been approved by the board:

- Executive Committee (membership: Chair, Dept. Head & heads of committees)
- Membership Committee
- Nominating Committee (membership: Previous AB Chair plus heads of committees)
- Finance Committee
- Awards Committee
- Mentoring & Outreach Committee

The Department Head (or designee) is considered as an at large member of all committees formed.