

# SETAC North America Student Advisory Council

## Standard Operating Procedures

June 2019

### 1. Charge to the Committee

The SETAC North America Student Advisory Council (NASAC) was created to provide a voice for student members of SETAC and to represent student interests within SETAC North America (SNA). The council is made up of the NASAC executive committee (*i.e.*, Chair, Vice Chair, Outgoing Chair), the student representatives of each of the SNA Regional Chapters (RCs), as well as two members at large. The NASAC Chair serves as a student representative and voting member of the SNA Board of Directors (BoD). The NASAC Vice Chair also serves as an *ex officio*, non-voting member of the SNA BoD. The council provides advice, recommendations, and new initiatives related to student activities by working together with the SNA BoD, the SNA annual meeting Program Committee (PC), other SNA committees, interest groups, and the student membership of SNA. NASAC initiatives include organizing student events, organizing student initiatives, and using online platforms to keep SNA student members updated on student issues and activities. These initiatives are designed to encourage widespread and meaningful participation of the SNA student membership and to encourage students to stay involved with SETAC after graduation. In addition to its primary roles within SNA, NASAC also coordinates with the Student Advisory Councils of other SETAC Geographic Units (*e.g.*, Latin America, Europe, and Asia-Pacific) to share ideas and strengthen experiences for students of SETAC on a global level.

### 2. Membership

#### 2.1 NASAC General Membership

The council consists of three executive members, one student representative from each of the SNA Regional Chapters, and two members-at-large. In addition, NASAC may include non-voting associate members that can serve in several capacities (*e.g.*, subcommittee chairs, liaisons to SNA committees, liaisons to interest groups).

The NASAC Chair, Vice Chair, Outgoing Chair, Regional Chapter Representatives, and members-at-large have voting privileges within NASAC. Associate members do not have voting privileges but may participate in all other NASAC activities.

A student must meet the following criteria to be selected or elected to any position within NASAC:

- Be a student member of SNA in good standing.
- Have their completed application for the position submitted by the beginning of the SNA Annual Meeting (typically in November), or by the deadline posted for that position.

- Be able to serve at least one year on NASAC<sup>1</sup>.
- Plan to attend the SNA Annual Meeting for the year(s) that they serve as representative; however, SETAC is not financially responsible for the member's travel or meeting costs<sup>2</sup>.
- Be a member of their regional chapter in good standing.

## **2.2 SNA Regional Chapter Representatives**

NASAC should include one student representative from each SNA RC. In the event that a RC has two student representatives on the RC Board of Directors, the RC students must elect one student representative to serve on NASAC as a voting member, though both representatives are invited to participate in NASAC activities.

Each SNA RC should internally elect its student representative each year. Within each RC, it is the joint responsibility of the RC President and the current NASAC RC representative to facilitate nominations and elections. For guidance in electing new RC representatives, please refer to the NASAC Regional Chapters SOP.

## **2.3 SNA Members-at-Large**

NASAC may include up to two members-at-large.

These representatives may be asked to serve as liaisons to the RC that does not currently have a student representative.

Outside of filling in for vacant RC representative positions, the NASAC SNA members-at-large may be chosen to fill numerous different roles. Some examples are:

- Serving on the SNA Student Advocacy Committee (SAC)
- Serving on the Program Committee for SNA annual meetings
- Serving as a liaison to Interest Groups within SNA
- Chairing Subcommittees within NASAC
- Serving as a liaison to any other SNA Committee

## **3. Selection**

### **3.1 Election of RC Representatives and Members-at-large**

At least two more than half of voting NASAC members must vote to achieve a quorum in elections. The candidate receiving the most votes will serve in the position for one year. If not enough voting members of NASAC are present to participate in voting (on a call or at a face-to-face meeting), the vote can be completed virtually (*e.g.*, online poll).

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<sup>1</sup> Note that the NASAC Vice Chair becomes the Chair, then Outgoing Chair, with each position being a one-year term in consecutive years, and must therefore agree to serve on the NASAC executive committee for three years.

<sup>2</sup> SETAC is not financially responsible for supporting travel or meeting costs for NASAC student representatives; however, SETAC may financially support the travel and meeting costs for the NASAC Chair or NASAC Vice Chair.

## **3.2 Election of NASAC Chair, Vice Chair, and Outgoing Chair**

The selection process for the NASAC Vice Chair and Chair differs from other NASAC members, with the Vice Chair assuming their new position at the first SNA annual meeting after their election, becoming Chair at the SNA annual meeting in the following year, and then becoming Outgoing Chair at the SNA annual meeting in the year after that. In the case that the Chair graduates or needs to leave their position before the SNA annual meeting, adjustments will be made to the election cycle, considering the appropriate time durations for nominations, elections, and notifications.

The NASAC Chair is also required to serve as a voting member and the sole voting student representative on the SNA BoD.

### **3.2.1 Eligibility Criteria for the NASAC Vice Chair**

- Meet requirements of NASAC membership as outlined in section 2.1.
- Completion and fulfillment of selection requirements as outlined in section 3.2.3.
- Planning to attend as many SNA BoD meetings and conference calls as possible during their term as Vice Chair.
- The ability to serve a minimum of three years on NASAC, the first year as the Vice Chair and the second year as Chair. In the third year of their term, this candidate should be willing to serve in a supportive role as the NASAC Outgoing Chair.

### **3.2.2 Eligibility Criteria for the NASAC Chair**

- Meet requirements of NASAC Membership as outlines in section 2.1.
- Having served as Vice Chair of NASAC one year prior to assuming the Chair position.
- Planning to attend all SNA BoD meetings and conference calls during their term as Chair.
- Serving in a supporting role as the Outgoing Chair for one year after the completion of their term.

### **3.2.3 Application and Selection Process of Vice Chair**

- NASAC solicits nominations for NASAC Vice Chairs from the SNA student membership at large; this may or may not include current NASAC members. Students may self-nominate or be nominated by another SNA member.
- Students who accept the nomination must submit a completed application form, a CV, a letter of support from their academic advisor and a brief statement (~ 300 words) regarding their qualifications and intentions for serving as NASAC Vice Chair.
- Nominees will attend a conference call, where NASAC members will be allowed to ask nominees questions related to the Vice Chair position. Prior to the call, nominee statements, described previously, will be distributed to NASAC members via email for reference.

- Following the conference call, NASAC voting members will vote to approve each nominee for submission to the Nominations Committee. Quorum (half of the voting members plus two) must be achieved to approve each nominee. Applications of approved candidates will be sent to the Nominations Committee.
- The Nominations Committee will review the candidates and agree either by consensus or by vote on the final slate of candidates to be presented to the SNA Board for approval by vote.
- Following Board approval, the NASAC Vice Chair will be selected by the general SNA membership via an electronic vote conducted by SNA. The candidates will be asked to submit a photograph (optional) and brief biographical sketch that will be provided to the SNA membership as part of the voting process.
- The SNA President will notify the candidates of the election results. The SNA Executive Director will notify the SETAC membership of the election results.
- Proposed timeline for Vice-Chair selection:
  - May: A general notification will be distributed to the SNA student membership (including current NASAC members) to solicit applicants for the Vice Chair position. Applications will be due by the end of May. Applications are distributed to all call attendees for review prior to the next conference call.
  - Early June: NASAC will invite all nominees to the monthly conference call where call attendees will have the chance to ask nominees questions regarding the position. Following the call, NASAC voting members will vote to approve each nominee for submission to the Nominations Committee.
  - Late June: A list of approved candidates is submitted to the Nominations Committee for approval.
  - July/August: Following approval by the Nominations Committees, the list of approved candidates is approved by the SNA BoD by vote. This will occur at the face to face meeting if possible.
  - September: The NASAC Vice Chair will be selected by the general SNA membership via an electronic vote.
  - November: The NASAC Vice Chair elect will officially transition into the role of Vice Chair at the Face to Face NASAC meeting during the SNA annual meeting.

### 3.2.4 Term Length and Cycle

- The term of service of the Vice Chair is three years, with the first year serving as Vice Chair to orient them in the operations of NASAC and SETAC, followed by the assumption of the role and duties of the NASAC Chair during for their second year. At the conclusion of their term as Chair, they assume the Outgoing Chair role at the SNA national meeting for the third and final year of their tenure.
- Term Cycle
  - Year 1: NASAC Vice Chair (*ex officio* BoD member)
  - Year 2: NASAC Chair (official, voting BoD member)
  - Year 3: NASAC Outgoing Chair

### 3.3 Associate Members

Associate members of NASAC are non-voting members and may be appointed by the Executive Committee of NASAC. There are four main ways to become associate members of NASAC:

1. All NASAC members can request to become associate members after their term (*e.g.*, NASAC outgoing chair, subcommittee chair, liaison, etc.) ends, provided they still meet the criteria in Section 2.1 and remain active members of NASAC. NASAC members should let the current NASAC Chair or Vice Chair know of their interest in being associate members via email, to avoid being removed from the email list at the end of their terms.
2. Non-NASAC members can become associate members and members of NASAC subcommittees if they are actively working on NASAC initiatives. Interested students can start this process by contacting current NASAC members.
3. Chairs or representatives from student advisory councils of other GUs may be asked to serve as Associate Members in NASAC.
4. Students serving on other SNA committees who liaise between that committee and NASAC.
  - a) Occasionally, SNA committees (*e.g.*, Student Advocacy Committee) will request a student member (elected by NASAC) to serve as a liaison to their committee. In this situation, that student liaison will be included within NASAC as an associate member (unless that student is already a voting member of NASAC).

## 4. Duties

### 4.1 NASAC Communication and Meeting Requirements

NASAC members will communicate and meet via the following:

- Conference calls every other month with recorded minutes by the Chair or Vice Chair
- The NASAC Chair and Vice Chair will determine whether calls are needed more often than every other month, as needed.
- An annual, in-person meeting at the SNA Annual Meeting; this can include members of the SNA Student Advocacy Committee.
- Between conference calls and meetings, official interactions will be via e-mail communication and the SETAC website, as well as *Students of SETAC* social media.

All major communications between NASAC members must include the SNA BOD liaison to NASAC (proposals, committee updates, voting).

Communication between the NASAC and the SNA student membership will be fostered by NASAC members (*e.g.*, Regional Chapters), SETAC on-line resources (*e.g.*, *Students of SETAC* social media), emails facilitated by the SETAC office, and online publications such as articles in the monthly SETAC Globe (at least four articles per year). Other forms of communication to the student members may be used as necessary.

#### 4.2 NASAC Student Member Expectations

- Participate in all NASAC activities (*e.g.*, conference calls, e-mail exchanges, in-person meetings at the SNA annual meeting, planning activities, soliciting feedback, and preparing online content representing and communicating with the students of SNA).
- Contribute ideas and suggestions for the betterment of NASAC and student involvement within SNA.
- Participate in other SETAC committees as the need or request arises.

#### 4.3 NASAC Chair Requirements

- Provide leadership to NASAC members and disseminate information between NASAC members and the SNA BoD with support from the SNA BoD liaison.
- To the best of their ability, ensure that all NASAC positions are filled, and that NASAC members understand their duties.
- Coordinate conference calls and meeting times.
- Maintain communication with the SNA BoD liaison.
- Prepare an annual report, in conjunction with NASAC members, to be submitted to the SNA BoD by October 1<sup>st</sup> of each year.
- Participate in and attend all SNA BoD meetings and conference calls<sup>3</sup>.
- Serve as a voting member on the SNA BoD.
- Serve as a member and liaison to the Student Advocacy Committee. The NASAC Chair can appoint the Vice Chair or other NASAC member (*e.g.*, Chair of the NASAC Student Activities Subcommittee) to assist in this role.
- Assist subcommittee Chairs in planning and creating NASAC communications, such as SETAC Globe articles, for distribution to SNA student members.
- Along with the Vice Chair, the Chair will maintain NASAC's presence in the *Students of SETAC* social media. The Chair will also help monitor the appropriateness of posted content on the NASAC Facebook, Twitter, LinkedIn, and any other social media accounts that may come into use.

#### 4.4 NASAC Vice Chair Requirements

- Participate in NASAC meetings and monthly SNA BoD conference calls to the best of their ability.
- Take meeting minutes during the conference calls, prepare revised minutes, and both a) distribute minutes to NASAC for approval, and then b) make them available to NASAC in a shared online space (*e.g.*, *Students of SETAC* Dropbox).
- Regularly share approved NASAC meeting minutes with student leaders of other GUs (*e.g.*, leader(s) of the SETAC Europe Student Advisory Council).
- Assist the subcommittee Chairs, NASAC Chair, and student representatives in planning events held each year at the SNA meeting.

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<sup>3</sup> A stipend is provided by SETAC for travel costs to and from in-person meetings

- Assist the NASAC Chair or subcommittee Chair in planning NASAC communications, such as SETAC Globe articles, for distribution to the students of SNA.
- Along with the Chair, the Vice Chair will maintain NASAC's presence in the *Students of SETAC* social media. The Vice Chair will also help monitor the appropriateness of posted content on the NASAC Facebook, Twitter, LinkedIn, and any other social media accounts that may come into use.
- Serve as an *ex officio*, non-voting member on the SNA BoD.

#### 4.5 NASAC Outgoing Chair Requirements

- Serve as an advisor to NASAC.
- In the event that the Vice Chair or Chair resigns their position, or their position is terminated, the Outgoing Chair will serve in that capacity in the interim until a replacement is named.

#### 4.6 Breach of duty and consequences

Student Representatives, Student Members-at-large, and Associate Members: In special situations when duties are breached (*e.g.*, no response from a member, no support), membership in NASAC can be terminated before the term is over. In this situation, a proposal must be made by a NASAC member and communicated to the Executive Committee (NASAC Chair, Vice Chair, and Outgoing Chair) via email. The Executive Committee will counsel the member and work to resolve the issue. This period will consist of continuous communication between said member and the Executive Committee to work collectively to fix the problem. If the behavior does not change and past behavior remains consistent, the NASAC Executive Committee will contact the current President and Executive Director of SNA to determine a course of action which may include a vote to terminate that member's term.

Members of the NASAC Executive Committee: In special situations when duties are breached (*e.g.*, the Chair, Vice Chair, or Outgoing Chair do not fulfill their duties), these positions can also be terminated before the term is over. Before termination, the other members of the Executive Committee and the liaison to the BoD may counsel said member to resolve the issue. If the issue cannot be resolved, NASAC can vote to terminate the term. In this case, another member of the Executive Committee can take over until the vacant position can be filled, considering the appropriate time durations for nominations, elections, and notifications.

Quorum: Any time NASAC votes (*e.g.*, during elections, or when terminating a member's term when duties are breached), at least two more than half of NASAC's members must vote to achieve a quorum. If quorum is not reached, the vote is extended or postponed until quorum is reached.

## 5. SNA BoD Liaison

A current SNA BoD member, appointed by the SNA President, will work in partnership with the NASAC Chair to serve as a liaison between the SNA BoD, the NASAC, and the SNA student membership.

## 6. Formation of Subcommittees

- Subcommittees may be formed to facilitate the completion of NASAC deliverables and other NASAC activities (*e.g.*, social media usage, student activities).
- To establish a subcommittee, the Chair must put forward a motion, followed by a vote. The subcommittee will be established if quorum is achieved. Subcommittees must be chaired by a member of NASAC (voting member or associate member).
- Subcommittee chair election process:
  - NASAC members interested in assuming subcommittee Chair positions may either self-nominate or be nominated by a member of NASAC. Nomination should include a brief statement (~100-200 words) regarding their intentions and qualifications for serving in the selected position. These statements should be distributed to members of NASAC prior to a conference call in which nominees may be asked questions by NASAC members regarding the position in question. This call will be followed by a vote.
  - Subcommittee Chairs must be selected by vote and approved by NASAC voting members.
  - The candidate with the most votes will become the subcommittee chair. Voting procedures will follow NASAC's quorum protocol.
- Subcommittee chairs will be elected for one-year terms. After one year, nominations will be accepted, and a new vote held. If the subcommittee chair is interested in continuing in the position at the end of their term, they may be re-elected to the same position for a second term.

## 7. Deliverables

The NASAC is responsible for:

- Communicating regularly with the students of SNA through at least four SETAC Globe articles each year, emails through the SETAC office, and social media.
- Completing an annual report, detailing NASAC's accomplishments, and delivering it to the SNA BoD prior to the SNA Annual Meeting.
- The long-term goal of working towards enhancing the student experience within SNA.
- Coordinating student activities between NASAC and SNA committees and advisory groups, with the interests of the students of SNA in mind.
- Delegating additional responsibilities to proper NASAC members (which may include creating or eliminating subcommittees as the Executive Committee sees fit).

**General timeline of NASAC activities and deliverables**

<b>Timeframe</b>	<b>Task(s) to Be Completed</b>	<b>Description</b>
December	Update NASAC contact list	Update contact list from face-to-face meeting notes collected in November. This list will include potential new members.
	Schedule spring semester calls	Send out query to NASAC email list ( <i>e.g.</i> Doodle poll) to determine availability for calls during spring semester. Select time and dates.
	Organize proposed structure of NASAC	Create/update PowerPoint or other document outlining the structure of NASAC. Should be interpretable to new NASAC members. New and current NASAC members may review this document to determine which subcommittees they are interested in running for leadership positions.
January	Introduce proposed structure of NASAC to NASAC members	Introduce proposed structure ( <i>e.g.</i> formation of subcommittees to achieve annual goals) of NASAC on January call. Make modifications to structure based on feedback.
	Vote on proposed structure of NASAC	Vote on proposed structure via online poll.
	Solicit nominations for subcommittee chairs	Collect nominations for subcommittees ( <i>e.g.</i> , Google Form). Form should be brief. Create summary sheet of potential nominees to send out to NASAC prior to February call.
	Prepare Globe Article of choice	Topic of choice. Suggested: Reflection on student events at the annual meeting. Examples: NASAC 101, YES meeting summary, Regional Chapter updates etc.
February	Q & A for subcommittee chair nominees on NASAC call	Allow NASAC members to ask nominees for subcommittee questions. Executive Committee should prepare a few questions ahead of time.
	Vote on subcommittee chairs	Vote on subcommittee chairs via online poll.
	Solicit proposed timelines from subcommittee chairs	Elected chairs should create "to do list" of tasks for the year and proposed timelines for completion of those tasks. For example, Google sheets with different tabs for each project/subcommittee can be used. Tools chosen for task tracking should be accessible to all members of NASAC.
	Introduce subcommittee chairs and liaisons to appropriate contacts via email	Chair and Vice Chair should introduce newly elected subcommittee chairs and liaisons to their respective contacts to ensure that they are added to mailing lists and establish contact ASAP.

March	Student representatives to give short presentation about NASAC at regional meeting	RC representatives make VERY short, simple presentation advertising NASAC and potentially the YES meeting; Provide representatives with a simple, updated slide deck to work from. Inform RC representatives that they will need to provide a report about their chapter's annual meeting to NASAC by June.
	Review student representative election process on NASAC call	Make sure all representatives understand their responsibility to hold annual/biannual elections for the student representatives of their chapter. Outgoing representatives are also responsible for introducing newly elected representatives to NASAC.
	Revise contact list	Revise contact list to eliminate inactive members. Distribute email to suspected inactive members to determine if they would like to continue being included on email list and invited to conference calls. If no response is received the contact is removed.
April	Schedule summer calls	Send out Doodle poll to NASAC email list to determine availability for calls during summer. Select time and dates.
May	Transition in new regional chapter representatives as necessary	Update contact list as necessary
	Solicit nominations for NASAC Vice Chair	A general notification will be distributed to the SNA student membership (including current NASAC members) to solicit applicants for the Vice Chair position. Application due dates will be due by the end of May. Applications are distributed to all call attendees for review prior to the next conference call.
June	Solicit regional chapter summaries	Ask all RC representatives to provide short summary to add to annual report.
	Hold Conference call for Vice Chair Nominee Q&A	NASAC will invite all nominees to the monthly conference call where call attendees will have the chance to ask nominees questions regarding the position. Following the call, NASAC voting members will vote to approve each nominee for submission to the Nominations Committee.
	Submit list of approved nominees for Vice Chair to Nominations Committee for approval	A list of approved candidates is submitted to the Nominations Committee for approval.

July	Ensure that approved list of Vice Chair Nominees from Nominations Committee is distributed to the SNA BoD for approval by vote	Following approval by the Nominations Committees, the list of approved candidates is approved by the SNA BoD by vote. This will occur at the face-to-face meeting if possible.
August	Prepare Globe Article of choice	Topic of choice. Examples: NASAC 101, YES meeting summary, Regional Chapter updates etc.
	Schedule fall calls	Send out Doodle poll to NASAC email list to determine availability for calls during fall semester. Select time and dates.
September	Complete NASAC Annual Report	Solicit summaries from liaisons and subcommittees to ease writing burden on executive committee. See previous examples of Annual Reports. To be submitted to the SNA BoD.
	General SNA Election	NASAC Vice Chair will be selected by the general SNA membership via and electronic vote.
	Prepare Globe Article highlighting student events at annual meeting	List events along with descriptions, times, dates and locations.
October	Complete all planning for all student activities at annual meeting	All planning should be complete by mid-October. Only minor details should be finalized at this point.
November	Annual Meeting	Execute all NASAC activities at the annual meeting. Executive committee transition at NASAC Face-to-Face Meeting.

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