

## **GEOIDE Students' Network Agreement :**

### **1. Mission statement**

The GEOIDE Student' Network (GSN) is a student-driven organisation that has been developed for student participants of the GEOIDE network. The GSN promotes networking (not networking for networking sake) and research opportunities among students, academics and industrial partners of the GEOIDE Network. It increases the visibility of the geomatics field in order to attract new graduate students to the discipline. It will benefit student research and professional integration.

### **2. Objectives**

#### **There are six GSN objectives:**

Encourage networking and/or collaboration among and between students, as well as other GEOIDE members;

Initiate collaboration between student research and promote/foster interdisciplinary study;

Promote excellence in GEOIDE Network student research;

Encourage students to continue research and development efforts in Canadian Geomatics;

Encourage the development of external research linkages to GEOIDE Network research;

Facilitate professional integration within Canadian Geomatics Industry.

### **3. How to realize the objectives:**

Develop communication tools for students;

Develop information linkages between students and GEOIDE members;

Develop collaborative projects for student teams;

Acknowledge research excellence through GSN-funded awards of excellence in collaborative and interdisciplinary projects;

Actively recruit undergraduate students to GEOIDE Network projects using strategic communications to university programs;

Encourage student-based projects;

Develop environments which appeal to female students;

Recommend and share information and recommendation within GSN;

Offer incentive/support for collaboration between students in different projects;

Any other way which permits the objectives to be reached.

#### **4. Network Duration**

The GSN will exist for the same duration as the GEOIDE network.

#### **5. Members**

GSN voting members will include all undergraduate, masters, and doctoral students working on GEOIDE projects. GEOIDE Post-Doctoral fellows may be GSN members, but they may not vote or participate as board members, nor are they eligible to be the primary recipient of GSN sponsored awards. Membership is automatic for all undergraduate, masters, and doctoral students as well as Post-doctoral fellows. Requests for membership termination must be written; email requests are acceptable.

#### **6. Board of Directors**

##### *a) Election and Term:*

Each year all members of the network will elect a Management Board. Voting will be held via the GSN Web site. This vote is secret and no board or GSN member may consult the results while voting is in progress. An invitation to vote will be sent to all members at least 10 days prior to the election deadline. A recalling may be made during the two days preceding the deadline. Ten percent (10%) of the members must vote for a vote to be deemed valid. Each GSN voting member has one vote. Voting by proxy is prohibited. All voting members may be candidates for any position within the network. The candidate must advise the board of their interest before elections begin. The candidate must submit a mandatory proposal to the GSN Web site in order to share their skills, experience, and vision for the position they wish to apply for. To be elected to the board candidates must obtain a simple majority vote.

Board members are elected for one year. A member can hold the same position for a maximum of two consecutive years.

In the case of a vacant board position, members of the board may temporarily fill the position until the next election or until voting for this position can be performed. The departing board member may suggest an appropriate replacement. The other board members must approve this preference with a simple majority.

In the event of a vote with fewer than 10% GSN member participation, the co-coordinator and other members of the board will assume interim four-week positions. They will attempt to personally contact GSN members via Voice/Email to assess student interest, at which time another vote will be called.

##### *b) Objectives:*

The GSN Board of Directors (GBD) supervises the tasks undertaken by the GSN committees. The GBD controls the management and administration of the GSN through the formation of GSN Project committees as necessary. Each GBD position must have involvement in a project undertaken by the GSN.

*c) Functioning:*

The GBD authorises all purchases or alienation as well as all types of contracts between the network and physical persons or moral persons, of public law or private law. All acts which amount to less than 1000\$ need the agreement of at least the co-ordinator and one other counsellor. All acts which amount to more than 1000\$ (CAN) will be submitted to a vote from the GBD at simple majority. All acts which amount to more than 5000\$ (CAN) will be submitted to an electronic vote from all the members of the network according to the procedure described in 6a. The budget for each project must be approved in only one part.

*d) Responsibilities:*

The GBD ensures that this present agreement is respected, and in a general way, ensures the smooth functioning of the GSN. The decisions of the GBD will be made with a simple majority of GBD members present. In the case of a tie for any decision, the co-ordinator has the deciding vote.

*e) Meetings:*

All members of the GBD missing physically or electronically at more than half of the meetings of the GBD during the year will not be allowed to apply for a new position after their mandate.

Members of the board of directors will meet at least once a year during an entire day. This meeting will be organised in such a way that they will be completely free of any obligation.

If funds and interest are available the GSN has the option of holding a bi-annual meeting for all GSN members. As well, if funds are available the GBD has the option of a bi-annual discussion and planning meeting.

*f) Evaluation:*

Annual performance reviews must be completed via mail to student membership for review of past programs and future program ideas. GSN initiatives and GBD performance will be evaluated. This ensures that the GBD is satisfactorily running the GSN in a fair and efficient manner. It also allows for constructive criticism to assure continual improvements in agenda, initiatives, and organisational structure. All GBD members must complete these evaluations.

*g) Remueration and Time:*

Members of the board may not receive any remuneration from the GEOIDE network for their position on the GSN GBD. They can however be refunded for payments performed for the need of the network, with justification, and upon GBD member agreement.

*h) Positions:*

The board of directors is composed of a co-ordinator and at least four counsellors.

At least one member of the GBD must be bilingual (English/French).

Duties should be limited to an average of 4-5 hours per week so as not to interfere with their own work and research.

**The co-ordinator**

The co-ordinator is responsible for the activities of the network. The co-ordinator is in charge of the execution of activities within the network. They are responsible for participating in GEOIDE committees and, if necessary, they may designate another member of the board to represent them. The co-ordinator must sign all documents related to the GSN network. They can delegate certain powers and enable any member of the GBD to sign the network's finance and accounting documents. In the case of absence or illness, they will be replaced by a counsellor of the GBD who will act as a temporary co-ordinator until the next elections, or until the co-ordinator returns.

**Human expertise and resources Counsellor**

The counsellor in human resources and expertise is in charge of the creation and maintenance of support for all matters related to human expertise and resources within the network. They must assist GEOIDE to update and maintain a database containing human resource related information about the members of the network, including information on the expertise of each member according to knowledge management principles. This counsellor must also ensure that accurate information is easily accessible to all members and GEOIDE Network Stakeholders.

**Communication Counsellor**

The counsellor in communication will create and maintain networking efforts within the GSN. They will evaluate the networking contributions made by members through workshops, meetings, committees or any other event. They will also recommend efficient and realistic networking approaches specifically aimed at increasing the networking between GSN members.

They will be responsible for the GSN Web site and offer Web support for all needs as expressed by the members, the committees, and the council. Their duties include the support of such communication needs as:

- The organisation of events like workshops or any other designated by the GBD;
- The adequate diffusion of information within the GSN through efficient exchange modes.

They will be responsible for the creation and maintenance of visibility between the GSN and GEOIDE Network Stakeholders, as well as between the GSN and companies and organisation other than GEOIDE Stakeholders.

#### Financial Counsellor

The counsellor in finance is in charge of maintaining records of GSN finances. They will also develop and evaluate strategies and propositions aimed at increasing the budget available to the GSN or to maximise their impact in support of the mission. They will keep record of all types of gifts and donations made to the GSN and will ensure proper use according to generally accepted accounting practices for such gratuities. They will prepare a year-end statement of the financial position to be presented during the annual general meeting of GSN.

#### Funding Counsellor

The funding counsellor will be in charge of promoting the GSN towards external actors to gather funds.

The counsellors presented hereby constitute the minimal requirement for the administration and co-ordination of the GSN. External advisors may be proposed by the GBD through the voting process described in section 6a..

### **7. Annual General Meeting**

The GSN will always assemble at the annual general meeting of the GEOIDE network. During this meeting, the GSN board members will present a detailed report of the past year (financial report, projects, etc.) and will compare these reports to the last annual report and the expected goals.

### **8. Ambassadors**

a) One ambassador will be chosen to represent each GEOIDE thrust. Ambassadors are appointed by the GBD after discussion and possible voting procedures if consensus is not achieved. Ambassadors are assigned each year. The same student may be an ambassador for more than one term.

b) For universities with GSN students, but who lack representation on the GBD, representatives may be selected (volunteers) to collect and disseminate information for GSN activities.

### **9. Committees**

Committees can be established by the GBD in order to work on specific tasks related to the GSN objectives. Objectives should be clearly defined from the start and deliverables set within a given timeframe. The board will define the initial number of members for each committee but this number may be changed by a majority decision of the committee members. Each committee must have at least one member of the board as an active member or as an observer. The other members are designated by the board according to their availability, skills, and motivation. A committee ends when the task is completed or when the board decides to dissolve it. A chair for each committee is defined by the board at the creation of the committee. Each committee member has one vote. The chair of the committee is not allowed to vote but their vote may be used to break a tie.

## **10. Communication Tools**

Communication tools such as telephone, e-mail or Web-based software can be used instead of the traditional mail in order to simplify the work of the board, and to communicate between the board and all other GSN members.

## **11. Language**

All official communications sent by the GSN to all the GSN members, by e-mail, regular mail or via the Web site must be in both English and French. In addition, all communications must be written in a professional style using non-discriminating, gender-neutral terms.

## **12. GSN/GBD Code of Conduct**

If a GBD member performs in an unprofessional manner which constitutes harassment, disturbance or causes a significant ill-perception of GSN or GEOIDE activities, the GBD has the power to expel the individual after three written warnings and consultation with both the GEOIDE board and student membership. No type of sexual, racial or cultural-based or any other abuse will be tolerated. Professional conduct encompasses the establishment of a safe, non-threatening and non-intimidating work and research environment. Disturbances and actions to disrupt Board activities, misuse of GSN funds or communication links, conflict of interest, and protection of GEOIDE research Intellectual Property, as well as confidentiality is essential and expulsion will follow the terms stated above, with the possibility of one appeal to GBD and GEOIDE. If the appeal fails then expulsion will be for one voting term.

## **13. Modification of the Agreement**

Changes to this agreement must originate from GSN student members and must be introduced to GBD in an efficient fashion. They must be submitted to all GSN members via the procedure described in part 6a. Proposed changes must be distributed to all members and include the old version as well as the proposed changes.