



# STEPS

Science and Technologies for Phosphorus Sustainability

## **Science and Technologies for Phosphorus Sustainability (STEPS)**

### **Student Leadership Council (SLC) Bylaws**

#### **Article I: Mission**

The SLC serves as a voice for STEPS students, both undergraduate and graduate, and is a vehicle for many student activities in the Center.

This includes:

- Representing the students and communicating amongst students, center administration, and stakeholders
- Providing service to STEPS, and the students more specifically
- Organizing to represent the students and carry out Center-related activities
- Providing opportunities to develop leadership skills and experience

Activities that the SLC may participate in include:

- Planning portions of annual STEPS meetings
- Outreach activities, e.g., podcast/video content, demos, etc.
- Recruitment and communication activities
- Networking events, e.g., workshop or stakeholder event planning
- Planning events such as the Sustainable Phosphorus Summit (SPS; Fall 2022)



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- Organizing scholar-focused seminar content and identifying pertinent personal and professional development seminar topics
- Mentoring (e.g., Research Experience for Undergraduates / Future Farmers)

## Article II: Membership

Any active and interested STEPS student is eligible to participate in the SLC. A student becomes a member by volunteering to participate in the SLC (the Secretary shall keep a record of SLC members).

## Article III: Officers

Officers shall include a President, Vice President, Secretary, Treasurer, Education and Outreach Committee Chair, and Activities Committee Chair.

1. The **President** shall be responsible for: i) connecting students across all universities to build and maintain a cohesive STEPS team, ii) planning the agenda and presiding at all SLC meetings, iii) making final decisions in critical circumstances (e.g., temporary replacement of an officer), iv) communicating with STEPS leadership, and iv) serving as the first point of contact for all SLC queries.
2. The **Vice President** shall be responsible for: i) scheduling and making arrangements for SLC meetings, ii) facilitating SLC committee activities, iii) presiding over meetings in the absence of the President, iv) assisting with public relations, (v) working with the Education and Human Resources (EHR) Co-Directors to organize SLC officer elections, and vi) assisting the President in connecting students across all universities to build and maintain a cohesive STEPS team.



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3. The **Secretary** shall be responsible for: i) communicating among SLC members as well as with all STEPS students, ii) Taking notes during meetings, iii) maintaining a record of the group's decisions, activities, etc., and iv) maintaining a list of SLC members.
  
4. The **Treasurer** shall be responsible for: i) coordinating budget requests among STEPS students, ii) submitting budget requests to the STEPS Director, and iii) responsibly managing the SLC budget.
  
5. The **Activities Committee Chair** shall coordinate the committee responsible for i) organizing social events to enhance student interaction across STEPS institutions, ii) working with Center leadership to organize recruitment events, iii) managing the SLC's web/social media, iv) coordinating SLC activities associated with annual Center meetings and NSF site visits, v) organizing workshops or conferences (e.g., Sustainable Phosphorus Summit), and vi) maintaining connections with each institution to better leverage existing opportunities (e.g., summer camps, professional training, etc.).
  
6. The **Education and Outreach Committee Chair** shall coordinate the committee responsible for interacting with the EHR Co-Directors by i) assisting with coordinating the scholar-focused seminar content, ii) liaising with the EHR team to identify educational needs of students, iii) identifying and addressing mentoring needs, iv) working STEPS leadership to coordinate outreach activities (e.g., precollege activities, career networking functions, etc.), and v) promoting and assisting with student engagement in Center evaluation and research related to education.

Officer positions may be held by only one person at a time. Officer terms are one year, and students may be elected to serve for a second year by majority vote. In addition to the officer positions, [sub]committees may be formed to coordinate specific activities, e.g., the Sustainable Phosphorus Summit (SPS) Planning Subcommittee. Any SLC member may serve on any number of committees at any time.



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## **Article IV: Elections**

Elections will be held once a year, in the fall semester (beginning in fall 2023). Officers will be elected by a majority vote (conducted by secret ballot) open to all STEPS students. Students interested in being candidates should file their nominations with the Vice President at least one week prior to the date of the election.

Each officer shall serve from the time of installation until his/her successor is installed. If any elected officer becomes unable to fulfill his/her duties during their term, an interim officer will be appointed by the SLC by a simple majority vote from the remaining members. This officer will serve out the remainder of the term until new elections are held.

## **Article V: Meetings**

The SLC shall meet virtually on at least a monthly basis. The SLC will also meet in person on an annual basis at the annual Center meeting or at the NSF Site Visit. The purpose of such meetings shall be to foster interaction among students, share announcements, discuss concerns, and make decisions in the interest of all students. Committees will meet on an as-needed basis.

## **Article VI: Amendments and Ratification**

Any amendments to these bylaws shall be ratified by the students before taking effect. Information regarding proposed amendments shall be shared with all students at least one week in advance of the vote for amendment. Ratification of each proposed amendment shall require 1) a quorum of SLC member respondents, consisting of  $\frac{2}{3}$  of the SLC members, and 2) simple majority (>50%) of the votes.

Any questions about interpretation of the bylaws shall be decided by the SLC President.