

Student Chapter Regulations 2023

Index

1.	Purpose	2
2.	Formation New Chapters	3
3.	Student Chapter Board elections	4
4.	Student Chapter Renewal	5
5.	Recommendations to Chapters	6
6.	Student Chapter Activities	7
7.	Report and poster submissions	8
	Mid-term Report	
	Best Student Chapter Prize ranking	
	1 Minute Chapter Video	
	Annual Final Report	
8.	Sponsorship	11
9.	Student Chapter Responsibilities	12
	Student Chapter President	
	Student Chapter Vice President	
	Secretary	
	Treasurer	
	Faculty Advisor	

1. Introduction

1.1 Purpose

The purpose of EAGE Student Chapters is to promote Geosciences and specific branches of Geosciences in the Oil & Gas industry, Mining, Environmental and Civil Engineering, as well as promote global EAGE student activities within local regions. EAGE encourages its Student Chapters to be creative and work rigorously to become an essential part of local student communities by demonstrating a high level of interest in the future of this industry.

1.2 Goals

- Connect students at the university with a global network of geoscientists and engineers
- Organize educational events to strengthen knowledge, skills, and network of the students
- Increase the number of EAGE members at the university
- Increase the university's involvement in the EAGE community (paper submissions for workshops, conferences, journals, participation in student activities, etc.)
- Provide potential EAGE volunteers (committee members for events, EAGE lecturers, etc.)

2. Formation New Chapters

- EAGE Student Chapter consists of a minimum of 10 student members
- The EAGE Student Fund sponsors a maximum of 15 student members (new and proven active Student Chapters only). Students will receive digital access to our monthly First Break magazine.
- To complete the Chapter, you need to appoint Chapter Officers for at least the following roles: President, Secretary and Treasurer. The Faculty Advisor or the President of the Chapter is the first contact of EAGE for communication and announcements on activities.
- Each chapter is required to have a supportive faculty advisor who is or willing to become an EAGE member (at own costs), and available for questions and advice.
- The Chapters are encouraged to collaborate with other EAGE Chapters around the world, or with similar association chapters such as AAPG, SEG and SPE.

3. Student Chapter Board elections

- The Student Chapter Board is responsible for developing appropriate policies to achieve the objectives of EAGE.
- It acts in the interests of the members, according to these objectives.
- The election of Board members can be done by the Faculty Advisor or through a voting among the Student Chapter student members.
- The election of Board members should be done upon the establishment or renewal of the Student Chapter (December).
- The maximum serving period of a Student Chapter Board is two years.
- Student Chapters can decide themselves if Student Chapter Board elections take place annually or biannually. However, this must be indicated upon the establishment of a Student Chapter.
- The Student Chapter steering structure and the election procedure should be approved by the faculty advisor.
- When a new Student Chapter Board is elected, the faculty advisor and former SC president should inform the EAGE Community Manager.

4. Student Chapter renewal

Existing Student Chapters can renew their Chapter from 1st December 2022 for 2023. EAGE strongly recommends Student Chapters to be in time with their renewal to not miss out on any of the membership and Chapter benefits.

Note: Please make sure your student chapter renewal is ready by 27 February, only student chapter whose completed the renewal process will be able to participate in the Online Geo-Quiz.

In order to renew your Chapter, EAGE will judge the Chapter based on the organized activities throughout 2022. A Student Chapter must at least organize two activities per semester (4 months) in order to be considered an “Active Student Chapter”. A summary of the activities is given in the Student Chapter mid-term report that must be supplied in December. Active Student Chapters will receive upon renewal:

- 15 EAGE Student Chapter memberships¹
- No payment necessary to renew the Chapter

When a Student Chapter does not meet the requirement of organizing two activities per semester, the Student Chapter will be considered “Non-active”. Non-active Student Chapters that would like to renew their Student Chapter can do so as follows:

- Apply and pay for at least 5 EAGE student memberships (an EAGE student membership costs €25).
- A non-active Student Chapter will be eligible for 10 free Student Chapter memberships after EAGE receives the membership payment for 5 memberships.

¹ The Student Chapter memberships can be distributed either among existing members to renew their membership for next year or to attract new student members.

5. Recommendations to Chapters

In order to qualify for being an active EAGE Student Chapter we have created the following recommendations:

- Find at least one local company or other supporting entity to sponsor the Chapter's activities.
- The Student Chapter should organize at least two activities per semester (4 months). For example: Field Trip, Short Course, Workshop, Conference, the EAGE Student Lecture Tour, invited industry experts, EAGE talks, etc. A Student Chapter meeting, or participation in one of EAGE's events, will also be considered an activity of the Student Chapter.
- Submit the mid-term and annual report (in time).
- At the end of the year, the Student Affairs Committee will decide whether a Student Chapter will keep the status 'active' that is needed to receive funding for the Chapter's renewal.
- Participate in EAGE events, such as the EAGE Laurie Dake Challenge, Minus CO2, Student Conference Programmes, and the Online GeoQuiz.
- Create and maintain your own Student Chapter website.
- Actively participate in social networks such as Facebook/LinkedIn.
- Submit an article(s) for *First Break*, the EAGE Student Newsletter, and/or EAGE's social media.

6. Student Chapter Activities



All EAGE student Chapters qualify to participate in the following:

- EAGE Online GeoQuiz
- Registration fee waivers to attend our Annual Conference
- Publish material(s) in *First Break*
- Host Student Webinars
- Possibility to organize a local student event, field trip or another activity with (financial) support from EAGE
- Get exposure and the chance to promote your Student Chapter during the EAGE Annual Conference & Exhibition
- Participate in the Student Chapter Meeting during the EAGE Annual Conference & Exhibition, alternatively the meeting can be organized in an online format.

All EAGE Student Chapters should submit two reports and a 1 minute Chapter video to EAGE:

Item	Deadline
Online Geo-Quiz registration deadline	27 February 2023
Online Geo-Quiz	Mid March 2023
Student Chapter mid-term report	30 April 2023
Student Chapter Video - submission	30 April 2023
Student Chapter annual report	20 December 2023

7.1 Student Chapter mid-term report & overview

The report and overview should submit [on the EAGE Students website](#). Make sure that the overview does not include any new information that is not described in the report.

The first review will be done by the Community Manager. The second review will be done by the Student Affairs Committee. Based on these reviews the **Best Student Chapter for 2022-2023** will be selected! The mid-term report includes a description of (if applicable):

<p>1. Membership</p> <ul style="list-style-type: none"> ● Number of EAGE members in the Student Chapter (in an overview, including names) ● List of Chapter Officers ● Contact details ● Chapter website/webpage/social network ● Chapter sponsor(s), if any
<p>2. Activity overview (organized between May 2022 – April 2023):</p> <ul style="list-style-type: none"> ● Duration ● Number of speakers ● Number of participants ● Number of international lecturers ● An annual general assembly ● Financial support (local) companies (amount) ● EAGE financial support (amount) ● Cooperation with other student chapters/local chapters
<p>3. Participation EAGE events:</p> <ul style="list-style-type: none"> ● Include number of Student Chapter members participating ● If applicable: include number or student participants in EAGE Student Lecture Tour
<p>4. Publications about Student Chapter activities (May 2022 – April 2023)</p> <ul style="list-style-type: none"> ● First Break or EAGE Student newsletter ● in local journals ● international journals ● newspapers/newsletters

● own website
5. Remarks/other activities
6. Proposed Student Chapter activities for May 2022 – April 2023
7. What distinguishes your Student Chapter (why should you receive the Best Student Chapter Prize 2022-2023?) Max. 250 words.

7.2 Best Student Chapter Prize ranking

The Community Manager and Student Affairs Committee will rank the Student Chapters based on the following aspects:

- Number of student members
- Number of student activities
- Quality of the student activities
- Participation in EAGE events
- Outreach and impact in the local area (publications, number of participants in Chapter events, etc.)
- Communication with EAGE (Community Manager)
- Meeting deadlines and following guidelines

The Student Chapter that scores best on all aspects above will win the Best Student Chapter Prize, which is a €2.000 grant to be spent on Student Chapter related activities. The announcement of the Best Student Chapter Prize is done during the Annual EAGE Conference & Exhibition.

7.3 Student Chapter Video

You can present your Chapter through designing a Video that shows the chapter and/or your activities. Please note this video can be published on the social media and the EAGE website if the quality and the content are acceptable.

Requirements the Video:

Format of the video: avi format is the most advisable but any easily playable format will be fine. Your video will be shown on the EAGE Student Website to promote your Chapter activities and university.

The video should have a maximum duration of 1 minute.

Please use the original logos from EAGE, your Student Chapter Logo and university logo. If you do not have the EAGE logos with high resolution please request by students@eage.org.

7.4 Annual Final Report



The report should be sent to students@eage.org by **30 December 2023**.

This report will be reviewed by the Student Affairs Committee and the Student Community Manager. Based on these reviews a Student Chapter will receive the status “active” or “non-active” Student Chapter. This report should include the following information:

<p>1. Membership</p> <ul style="list-style-type: none">● Number of EAGE members in the Student Chapter (in an overview, including names)● List of Chapter Officers● Contact details● Chapter website/webpage/social network● Chapter sponsor(s), if any
<p>2. Events organized between January 2023 and December 2023 by the Student Chapter, classified by</p> <ul style="list-style-type: none">● Duration● Number of speakers● Number of participants● Number of national and international lecturers● An annual general assembly● Financial support (local) companies (amount)● EAGE financial support (amount)● Cooperation with other student chapters/local chapters
<p>3. Hosting EAGE Student activities (2023) – if applicable</p> <ul style="list-style-type: none">● Number of student participants
<p>5. Publications about Student Chapter activities (2023)</p> <ul style="list-style-type: none">● in local journals● international journals● newspapers/newsletters● own website
<p>4. Financial overview of the Chapter</p>
<p>5. Faculty Advisor Summary</p> <ul style="list-style-type: none">● Short summary about the functioning of the Student Chapter, including the signature of advisor
<p>5. Any other activities/remarks</p>

8. Sponsorship

EAGE

- Student Chapters can request (financial) support from EAGE by completing and submitting an official Support Request Document.
- Students can request for technical support from EAGE.

- Student Chapters are strongly advised to seek at least one local company or other supporting entity for the Chapter. A supporting entity can provide a variety of support, for instance: providing expert lecturers, supporting paid membership, venue space, new books, financial help in organizing field trips, providing food and beverages during a lecture or meeting etc.
- The supporting company has the opportunity to gain exposure via the EAGE student website at www.eage.org/students, and exposure as a sponsor at all student events and/or activities presented by the EAGE Student Chapter.

7. Student Chapter Responsibilities

In this paragraph the basic roles of the Student Chapter Board members are described. A Chapter can add more roles if this helps the structure of the Chapter.

9.1 Student Chapter President

The Chapter's president is the leader of the chapter, and good leadership and communication skills are important in this role. A leader is able to motivate people and give direction to the Student Chapter. The SC President should be able to collaborate with different personalities and knows how to put a person's strength to good use. The responsibilities of a SC President are to chair the Student Chapter meetings and communicate regularly with other Chapter officers. The SC President is the main contact point for EAGE and this means that the SC President should communicate with EAGE regularly, meet deadlines, and update EAGE on the Chapters activity. It is also the role of the SC President to spread the information communicated by EAGE (on deadlines, coming up opportunities, events, etc.) to the SC members. Last but not least, the SC President guards the objectives of the Student Chapter. After elections, the SC President must update EAGE on the changes within the Chapter. If a new SC President is elected, it is a duty of the previous SC President to introduce the successor to EAGE. Another responsibility of the SC President is to make sure correct information (completed application forms, complete reports, good articles that include a picture, etc.) is supplied to EAGE.

9.2 Student Chapter Vice President

The SC Vice President assists the SC President in all organizational duties. The SC Vice President will usually serve as a SC President in the following year. This role requires leadership and good communication skills. The responsibilities of a SC Vice President are to chair the several committees (if any) and to guide the Student Chapter officers in order to guard the objectives of the Student Chapter. The Vice President acts on behalf of the President (also to EAGE) in case of the absence of the SC President. Another responsibility of the SC Vice President is to make sure correct information (completed application forms, complete reports, good articles that include a picture, etc.) is supplied to EAGE.

9.3 Secretary

The Secretary has an important role in the organization of the Student Chapter. The Secretary records the minutes during officer meetings and distributes them afterwards. The Secretary is responsible for keeping the Student Chapter details overview up-to-date and make sure that the SC President sends these updates to EAGE. The Secretary prepares articles and social media posts that are sent to EAGE by the SC President and makes sure the Chapter has the EAGE material that is needed to promote the Chapter (and EAGE) in the local area.

9.4 Treasurer

Without financial resources it is difficult to organize the events that a Chapter may have planned. The Treasurer receives and disburses chapter funds, as approved by the faculty advisor. The Treasurer could be responsible for fundraising or could advise the person(s) responsible for sponsorship/fundraising. Another responsibility of the Treasurer is to maintain the financial reports that are part of the Chapter's annual reports. A Treasurer is always involved in the budget of activities and has the general overview of the Chapter's expenses and income.

9.5 Faculty Advisor

The Faculty Advisor is the critical link between a Student Chapter and the University. The Faculty Advisor must be an EAGE member and has the responsibility to ensure at least one Student Chapter meeting is held between Student Chapter Officers and the University Department. The Faculty Advisor provides guidance in the formation and implementation of goals, objectives and (to be organized) activities and should make sure that the chapter is aligned with the EAGE objectives.

"The objectives of EAGE shall be to promote the development and application of geosciences and related engineering subjects, to promote innovation and technical progress and to foster the communication, fellowship and cooperation between those working in, studying or otherwise being interested in these fields."

It is expected of the Faculty Advisor to be involved in the Chapter Officer meetings, to promote interaction with other university groups in the same or in other universities in the local area. The Faculty Advisor ensures that Chapter Officers meet the tasks and responsibilities that are expected from them.