



NHERI GSC
Graduate Student Council



NHERI Graduate Student Council Constitution

BYLAWS OF THE GRADUATE STUDENT COUNCIL (GSC) OF

NATIONAL HAZARDS ENGINEERING RESEARCH INSTITUTE (NHERI)

Adopted this the 17th day of December 2021

Amended this the 8th day of June 2023

Amended this 5th day of December 2023

MISSION STATEMENT

The Student Leadership Council's mission is to function as a centralized hub to provide the opportunity for students to develop leadership and interpersonal skills, practical experience, and exposure within the natural hazards research fields. The GSC serves a community of students through various activities for the purpose of:

- Building a diverse graduate community of natural hazards researchers,
- Connecting members with diverse mentors in the natural hazards' fields,
- Hosting natural hazards, research, research to practice, and career workshops,
- Encouraging diversity, equity, and inclusion (DEI) in hazard research,
- Providing leadership, mentorship, service, and funding opportunities where possible.

ARTICLE I: Name

Section 1: Name

The name of this organization shall be the Graduate Student Council of the National Hazards Engineering Research Institute hereafter referred to as the NHERI GSC or simply the GSC. This council shall be affiliated with the National Hazards Engineering Research Institute (NHERI).

ARTICLE II: Purpose

Section 1: General Purpose

The purpose of the NHERI GSC shall be that as defined by the mission statement. The GSC will function as a centralized hub to provide the opportunity for students to develop leadership and interpersonal

skills, practical experience, leadership, mentorship, and exposure within the natural hazards research fields. The GSC serves a community of students for the purpose of sharing knowledge, exchanging experiences, and promoting education through such activities.

Section 2: General Events and Activities

To this end, the GSC shall organize and run the events, competitions, forums, and other activities within the GSC, or as appropriate at NHERI with NHERI's coordination.

Section 3: Additional Activities

The GSC may organize and run any additional events that benefit students in the natural hazards research field as agreed upon by a majority of the Executive Committee of NHERI GSC.

Section 4: Political or Sponsored Activity

The NHERI GSC may not endorse, finance, or lend its name to any related facility, candidate, party, or outside enterprise and shall remain neutral on all subjects.

ARTICLE III: Definition of Membership

Section 1: General Membership

Any graduate student interested in natural hazard research may apply for membership. All members are regular members. Additionally, a member in good standing is one who:

- is a registered NHERI GSC member, and
- is a member of at least one Research Subcommittee or the Executive Committee, and
- has attended at least 2 meetings in the semester prior.

Section 2: Statement of Non-Discrimination

Membership and participation are free from any form of discrimination on race, color, religion, sex, age, national origin or ancestry, political affiliation, marital status, parental status, sexual orientation, disability or ability level, or status as a disabled or non-disabled veteran.

Section 3: Members in Good Standing

Only members in good standing of the GSC will have the right to apply for and hold office. Members in good standing have completed registration and attended at least two meetings during the semester prior. Members in good standing and Executive Committee members may vote on general matters.

Section 4: Standing Committee in Good Standing

A Standing Committee is considered in good standing when it is registered with the NHERI GSC Executive Committee and approved by the general membership. A list of Standing Committees can be found in Appendix A attached hereto, as they may change from time to time.

Section 5: Executive Committee Officers and Representatives

All GSC Executive Committee Member Officers or Standing Committee representatives must be graduate students who are members of the NHERI GSC in good standing.

Section 6: Executive Committee Representatives

Each NHERI GSC Standing Committee in good standing shall have the opportunity for representation on the GSC Executive Committee. A minimum of one and a maximum of two students (one chair, one vice-chair), from each NHERI GSC Standing Committee may serve as elected representatives to the Executive

Committee, chair, and a vice-chair. Each representative shall be elected by the general membership. Graduate students who are GSC members in good standing may apply for election to represent their Standing Committee within the Executive Committee. A list of GSC members in good standing and Standing Committees will be maintained by NHERI GSC.

Section 7: Elected Continuity

If a Standing Committee feels that continuity between GSC representatives is necessary, it is the responsibility of said Standing Committee to introduce new representatives to the GSC in order to transition properly. In the case a Standing Committee has more than two elected positions, the said Standing Committee must decide which persons represent the Standing Committee on the Executive Committee.

Section 8: NHERI Liaisons

NHERI shall provide at least one and no more than two GSC Liaisons, who shall be members of the National Hazards Engineering Research Institute. NHERI Liaisons shall not have the right to vote and may not hold any other office than NHERI Liaison.

Section 9: Advisors

Advisors to the GSC include, but are not limited to, the post-doctoral candidates who have previously served on the GSC, NHERI GSC Executive Committee, members of the Student Activities Committees (Standing Committee), and the NHERI Liaison. The advisors are non-student members of the organization, with all rights and privileges therein, except the right to vote or hold office.

Section 10: Ethical Behavior

All Regular and Executive GSC Members are expected to demonstrate ethical behavior. Insubordination, unprofessionalism, unethical, and inappropriate behavior will not be tolerated by the GSC. Both Regular and Executive Committee Members of the GSC are expected to follow the "General Standards of Ethical Behavior" as amended and posted in Appendix C, attached hereto, as may change from time to time.

Section 11: Expulsion

Upon written request of four or more Regular GSC Members, any member may be expelled by a 2/3 majority vote at an Executive Committee Meeting of the GSC. Those members who have provided a written request, or those substantively involved in said issue may attend the meeting in addition to the Executive Committee. The member to be expelled must be notified two weeks in advance of this vote. If a GSC member is expelled, NHERI GSC may replace that member for future activities.

Section 12: Suspension

In the event, an investigation for lack of ethical behavior is necessary as defined in Section 10: Ethical Behavior above is ongoing, said member may have their membership suspended with a suspension of all voting and officer or appointee positions. In this instance, the next senior officer or appointee will be promoted to fill this position with "pro-tem" added to their position. If the investigation finds in favor of the suspended member, the member shall be reinstated for the remainder of their term, with all the rights and privileges that they formerly held. If their term has ended, they shall not be reinstated. They may apply for re-election or appointment as per these Bylaws. If the investigation is not found in their favor, they shall be expelled under the provisions of Section 10: Ethical Behavior above.

Section 13: Application for Membership

Applications of membership shall be made to the NHERI Liaison and communicated to the NHERI GSC Executive Committee. The application process shall be determined by the NHERI Liaison, Membership

Chair, and Vice-Chair with input from the Executive Committee and may be electronic, paper forms, or any combination thereof.

ARTICLE IV: Officers

Section 1: Elected Officers

Elected officers of the NHERI GSC shall comprise the Executive Committee consisting of at least three and no more than 20 Executive Committee members. Within these limits, the Executive Committee may increase or decrease the number of roles serving on the Executive Committee, including for the purpose of staggering the terms of roles. Required officers shall be the President, Secretary, and Treasurer.

Section 2: Eligibility

In order to be eligible for election to office, a candidate must be a Member in Good Standing of the NHERI GSC.

Section 3: Nominating Procedure

Nominations for officer positions will be accepted no less than 2 weeks prior to elections held every year. Members are allowed to nominate themselves and may cast multiple nominations.

Section 4: Election Procedures

At least two retiring members of the Executive Committee (members who will no longer be on the Executive Committee for the following academic year) or the NHERI Liaison (if retiring members are unable to fulfill this duty) will be in charge of running the elections, and the elections will be closed, such that only retiring members will have access to the members' electoral choices. In cases where there are not enough retiring members, the National NHERI liaison(s), will assist in holding the elections.

Section 5: Quorum and Declaration of Votes

For the purposes of these BYLAWS, a quorum for all general meetings is considered those members who attend the meeting. For the purposes of the Executive Committee, a quorum is defined as 2/3 of the Executive Committee. A quorum may be obtained in person, electronically, or via postal methods. For election to office, the candidate with the most votes will be granted the position.

Section 6: Term of Office – Officers and Appointees

For all officers and appointees, the term of office shall be one calendar year starting September 1 of the current academic year and ending on August 31 of the current academic year, **except for the User Forum Representative which shall serve a term of two years.** In the event no officers or appointees are chosen by September 1 of the current academic year, the term shall commence upon election. Officers may serve subsequent terms. In the event, a new President is elected, the prior President shall remain on the Executive Committee as a voting member as President Emeritus/a, until another President is elected. **In the event, an officer or Chair of a Standing Committee resigns their position or is expelled, the vice-officer or vice-chair shall serve out the remaining term in the resigning member's position. An election will then be held for the vice-officer or vice chair's vacated position.**

Section 7: Term of Office Vice Positions and Alternates

For all vice officers and Standing Committee leadership, the term of office shall be one calendar year starting March 1 of the current academic year and ending on the last day of February of the subsequent academic year. In the event no vice officers or alternate appointees are chosen by March 1 of the current academic year, the term shall commence upon election. Officers may serve subsequent terms.

Section 8: Limit on Positions

No member can accept nomination for or be elected to more than one position in NHERI GSC. Nominees must choose the position to which they wish to be nominated in the event of receiving multiple nominations. A member in good standing can vote for only one candidate for each officer or Standing Committee position or may alternatively choose not to vote for any of the candidates.

Section 9: Voting and Graduation

Only members in good standing are authorized to vote. Upon graduation, an Executive Committee member may elect to continue to serve through the end of the current term or may choose to resign their position. If a graduating member chooses the latter, an election will be held at the next general meeting to replace said member.

Section 10: Executive Committee

An Executive Committee of the GSC of NHERI will be in charge of the overall functions of the GSC. The Executive Committee will consist of the elected officers as well as a group of additional members in good standing representing the Standing Committee as outlined above.

Section 11: Requirement for Election for Positions

All positions to the GSC Executive Committee, whether Officer or Appointee, will be elected as outlined herein, with the exception of the NHERI Liaison and President Emeritus/a. Direct positions will be elected by the membership at large. Standing Committee positions shall be selected by members in good standing of said Standing Committee and appointed to the Executive Committee by said Standing Committee. Standing Committee appointees must rigorously represent and defend any interests of their specific Standing Committee.

Section 12: Composition of the Executive Committee

The Executive Committee, which shall be elected, shall consist of a minimum of nine, and a maximum of twenty-one members. The Executive Committee shall strive to consist of a diverse selection of graduate students, including women, underrepresented minorities, and veterans, in keeping with the non-discrimination policy above.

Section 13: Limit on Executive Committee Numbers

The Executive Committee, including the incoming and outgoing officers and members, shall consist of Members to the Executive Committee as provided for herein, so long as the minimum and maximum number of Executive Committee members are not exceeded.

Section 14: Power to Transact Business

The Executive Committee shall have the power to transact all business it deems necessary in conjunction with NHERI GSC and NHERI.

Section 15: Membership Roster

The President or Secretary shall submit a list of members of the Executive Committee (Appendix E) to the NHERI Liaison.

Section 16: Executive Committee Formation

The Executive Committee shall create additional temporary committees or Standing Committees as needed. Permanent Standing Committees must be approved by vote at a General Meeting.

Section 17: Officer Positions

The officer positions may vary depending on the needs of the GSC. The addition or removal of officer positions may be discussed amongst the GSC officers and must be submitted for approval to the entire GSC. The minimum of a President, Secretary, and Treasurer are required. Members in good standing shall vote on the addition or removal of officer positions at least two weeks prior to the GSC elections. A 2/3 majority vote of members in good standing present is required to add or remove officer positions. If additional officer positions are required, they shall be voted upon at the time of the annual officer elections. It shall be the responsibility of the GSC Secretary to update the bylaws to reflect the changes in officer positions.

Section 18: Force Majeure Events

In an emergency due to a pandemic, natural disasters, or other force-majeure events, the quorum requirement may be waived; however, any decisions made at that time are considered temporary and only in effect until such time as a regular quorum can be convened, which should take place no later than 30 days after such decisions. This must be appropriately documented by the secretary. In the event, a regular quorum cannot be convened within 30 days, then another emergency waiver must be passed at that time with all available members.

ARTICLE V: Duties of the Officers

Section 1: President

The President (or Vice President, in the event, the President is unavailable) shall preside at all meetings of the NHERI GSC. The President shall designate the time and place for all meetings of the GSC. They shall represent the GSC at the NHERI meetings. Beginning September 1, 2023, The President shall have been a member in good standing of the GSC for one year prior to elections and regularly participated in the GSC as an Executive Committee member or committee member at organized events.

Section 2: Treasurer and Vice-Treasurer

The Treasurer (or Vice Treasurer, in the event, the Treasurer is unavailable) keeps accounts, deposits the GSC's funds, and makes expenditures in a manner approved by the NHERI GSC and with regard to NHERI. The Treasurer may elect to create a committee to assist with all tasks, as necessary. The Vice-Treasurer may fulfill all obligations of the Treasurer in their absence. The Treasurer, Vice-Treasurer, and/or Treasury Committee, as applicable, shall prepare and send the required reports of the council's finances to the GSC and the NHERI liaison at least 2 weeks prior to any meeting.

Section 3: Secretary

The Secretary (or Vice Secretary, in the event, the Secretary is unavailable) shall prepare the agenda and minutes for all meetings, keep an accurate record of the membership of the GSC and the chapters, communicate with NHERI GSC Executive Committee and NHERI Liaison, and be responsible for the preparation of the annual report to the National Hazards Engineering Research Institute via the liaison. Minutes shall be distributed to the membership no later than one week after meetings. Agendas shall be sent no later than one week prior to any regularly scheduled meeting of the Executive Committee. The secretary shall keep a record of all the activities of the council. They shall prepare and send the required reports of all council activities to the NHERI Office and shall be responsible for all council correspondence.

Section 4: NHERI User Forum Representative

The NHERI User Forum Representative shall participate as the NHERI GSC Representative to the NHERI User Forum during each monthly NHERI User Forum meeting to work as the liaison between the two

organizations **for a term of two years**. The representative shall advocate for and represent the interests of NHERI GSC graduate students with an interest in natural hazards in NHERI through the NHERI User Forum network. The representative shall deliver a monthly report during NHERI GSC Executive Committee and NHERI User Forum meetings, to ensure appropriate communication between the NHERI GSC and NHERI User Forum.

Section 5: Annual Report

A complete annual report shall be prepared by the elected officers of the council and/or general members. This report shall describe all the official activities of the council and officers, including financial breakdowns of the events held and demographic data of all leadership, membership, and presenters.

ARTICLE VI: Dues and Activity Fees

Section 1: Dues

Dues may not be collected for NHERI GSC. This section may not be amended, except at such times as NHERI amends its rules and permits the collection of dues.

Section 2: Activity Fees

Reasonable Activity Fees may be collected to offset actual expenses in conjunction with GSC activities, subject to NSF and NHERI requirements. The Treasurer shall be responsible for keeping a ledger of any such funding. The Treasurer will organize deposit/withdrawal of any funding in accordance with the NSF regulations and NHERI requirements. To that end, the Treasurer will provide open communication to the NHERI Liaison as required to accomplish this end.

Section 3: Fee scholarships

Applicant information shall be confidential as set forth above, and the identity of any applicant or grantee shall be known only to the Membership Committee, Treasurer, and NHERI Liaison, if required for funding.

ARTICLE VII: Standing Committees and Subcommittees

Section 1: Standing Committee and Standing Committee Creation

If decided upon by the Executive Committee and voted on by the general membership, an additional Standing Committee and/or Subcommittee may be formed. A list of such Standing Committees and additional Subcommittees shall be found in Appendix A attached hereto, as may change from time to time and be kept current.

Section 2: Standing Committee Composition and Term

Each Standing Committee shall consist of a Standing Committee Chairperson and Vice-Chair, as well as additional representatives as needed to support the Chair and Vice-Chair. The addition of new Standing Committee representatives must be approved by the Executive Committee and elected by the general membership. All Standing Committee Chairpersons shall serve a term year from September 1 of the current academic year to August 31 of the subsequent academic year. All Vice Chairs shall serve a term from March 1 of the current academic year to the last day of February in the subsequent academic year. **Standing Subcommittee Representatives (i.e., Research Subcommittee Representatives [RSRs]) shall serve a term from September 1 of the current academic year through August 31 of the subsequent academic year and be selected by the Executive Committee.**

Section 3: Organization

Each Standing Committee may create at their discretion documents to facilitate the organization of their Standing Committee. Said documents may not conflict with anything herein. In the event a conflict is

discovered, these Bylaws shall govern, and general principles of severability shall be followed. Each Standing Committee may meet as necessary to achieve Standing Committee goals.

Section 4: Meeting Attendance

The Standing Committee Chairs and Vice-Chairs shall attend all GSC Executive Committee meetings, and faithfully represent the interests of their Standing Committee.

ARTICLE VIII: Meetings

Section 1: Executive Committee Meetings

Following the election of the incoming President, the Executive Committee shall meet either in person or electronically, to discuss the vision for NHERI GSC for the upcoming year, strategic planning, and to ensure that all required training and requirements to serve as an officer of GSC have been fulfilled. A list of required training(s) can be found in Appendix B attached hereto, as it may change from time to time. The Executive Committee will also meet at the NHERI GSC Annual Meeting. The Executive Committee shall meet at least monthly at a time/date determined to be convenient for a majority of the members. In the event, a member cannot attend said meetings, voting may occur through regular mail, other postal services, or electronically. In the event of mail or postal votes, these must be **received 3** days prior to the meeting to ensure that votes are appropriately tallied. Appendix E, as may be updated from time to time, contains a list of the current officers, their contact information and addresses for correspondence.

Section 2: General Meetings

General Meetings shall be conducted through an in person or electronic means for the full GSC. In the event, a member cannot attend said meetings, voting may occur through regular mail, other postal services, or electronically. In the event of mail or postal votes, these must be **received 3** days prior to the meeting to ensure that votes are appropriately tallied.

Section 3: Special Meetings

The President and Vice-President may call special meetings, as they deem necessary.

Section 4: Meeting Announcements and Visitors

Meeting announcements will be announced via email, website, and social media, no later than two weeks before every regularly scheduled meeting. Meetings may be held with visitors present, except in the case of expulsion, suspension, or hardship scholarships, to protect the dignity and anonymity of the individuals involved. In such cases, the members present are detailed above.

Section 5: Required Regular Meetings

A meeting shall be held once a month at a minimum, or when deemed necessary by the Executive Committee for all Regular GSC members. The meeting will provide the opportunity for members to update their progress on GSC initiatives and voice ideas or concerns. All GSC members will be notified of the time and date of the call at least two weeks prior. Meeting minutes will be made available to all GSC members.

ARTICLE IX: Disbursement of Funds

Section 1: Disbursements

The disbursement of funds must be authorized by the President (or Vice President), the Treasurer, and the Secretary. In the event of hardship scholarships, anonymity shall be preserved as noted above. The Treasurer shall work with the NHER Liaison to facilitate such disbursements, as necessary.

ARTICLE X: Amendments

Section 1: Adoption

These bylaws were accepted by the Members in Good Standing of the GSC on (December 17, 2021) and have been approved by the GSC General Membership and the Executive Committee. The bylaws shall be annually re-evaluated and amended, as necessary. The bylaws were amended on (June 2, 2023). The most current version is the prevailing document.

Section 2: Amendment

These bylaws may be accepted and amended by a vote of the General Members with a quorum as defined above.

Section 3: Archival Documents

A copy of this constitution, other pertinent documents, and all subsequent amendments shall be kept on file by the secretary.

Section 4: Voting on Amendments

Voting for bylaw amendments shall be done through a confidential online voting system administered by the voting provisions noted above.

Section 5: Period for Comments and Voting

The Bylaws and Amendments shall be distributed for a 1-week period for comments. A final version, incorporating suggested changes for voting, shall be distributed prior to any vote. Voting for bylaw amendments may occur in person, electronically, or via mail. Any mail votes must be received at least 3 days prior to the scheduled voting date. The proposed amendments and the period for voting shall be sent out to all GSC members.

In the event the suggested changes are contradictory, options for voting shall be provided to the membership. If a member does not cast a vote, his/her vote will be considered "Abstention."

ARTICLE XI: List of Appendices

Section 1: List

Appendix A: List of Standing Committees and their Subcommittees

Appendix B: Required Training for Executive Committee Members

Appendix C: Ethical Behavior

Appendix D: Media Platforms (Currently, sent out by the NHERI ECO and NHERI Liaison. Must be set up by the incoming Social Media & Outreach Chair & Vice Chair).

Appendix E: Executive Committee Members and Correspondence Information (Information must be added once elections take place.)

Appendix F: Officer, Standing Committee, and & Subcommittee Leadership Job Descriptions

Appendix A: List of Standing Committees and their Subcommittees

1. Workshop & Mentoring Standing Committee
2. Diversity, Equity, and Inclusion Standing Committee
3. Research Standing Committee
 - a. Coastal Engineering Subcommittee
 - b. Earthquake Subcommittee
 - c. Geotechnical Engineering Subcommittee
 - d. Reconnaissance Subcommittee
 - e. Simulation and Computational Methods Subcommittee
 - f. Social Sciences Subcommittee
 - ~~g. Tsunami Subcommittee~~
 - h. Wind Engineering Subcommittee
4. Networking & Community Building Standing Committee
5. Membership Standing Committee
6. Social Media & Outreach Standing Committee

Appendix B: Required Training for Executive Committee Members

1. All newly elected Executive Committee Members must complete the NHERI GSC training before participating in the first NHERI GSC General Meeting as leadership.
2. The training will include reading all materials provided by the Executive Committee and the NHERI Liaison.

Appendix C: Ethical Behavior

In order to identify what constitutes ethical behavior for GSC Regular and Executive Committee Members, the GSC uses the “General Standards of Ethical Behavior” as listed in the NSF’s [Conflict of Interest and Standards of Ethical Behavior \(Manual 15\), p. 8](#). Specific terms have been added or amended to fit the context of the GSC.

3 General Standards of Ethical Conduct

The rules summarized in section 2 are based on the following fourteen principles contained in Executive Order 12674 (as amended).

- (1) Consider public service as a public trust, requiring you to place loyalty to the NHERI GSC Constitution, the laws, and ethical principles above private gain.*
- (2) Hold no financial interests that conflict with the conscientious performance of your duties.*
- (3) Engage in no financial transactions using nonpublic NHERI GSC information nor allow the improper use of such information to further any private interest.*
- (4) Unless an exception applies, solicit, or accept no gift or other item of monetary value from a person or entity seeking official action, doing business with, or conducting activities regulated by the NHERI GSC, or whose interests may be substantially affected by the performance of your duties.*
- (5) Put forth honest effort in performing your duties.*
- (6) Make no unauthorized commitments or promises of any kind purporting to bind the NHERI GSC.*
- (7) Avoid using the NHERI GSC office for private gain.*
- (8) Act impartially and give no preferential treatment to any private party or individual.*
- (9) Protect and conserve NHERI GSC property and use it only for authorized activities.*
- (10) Engage in no outside employment or activities, including seeking or negotiating for employment, that conflict with your official NHERI GSC duties and responsibilities.*
- (11) Disclose waste, fraud, abuse, and corruption to appropriate authorities.*
- (12) Satisfy in good faith your obligations as a Regular Member and/or Executive Committee Member, including all just financial obligations, especially those -- such as Federal, state, or local taxes -- that are imposed by law.*
- 13) Adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, or handicap; and*
- (14) Endeavor to avoid any actions creating the appearance that you are violating the law or other ethical standards.*

Appendix D: Media Platforms (Currently, sent out by the NHERI ECO and NHERI Liaison. Must be set up by the incoming Social Media & Outreach Chair & Vice Chair).

1. Twitter
2. Facebook
3. Instagram
4. Slack
5. LinkedIn
6. YouTube

Appendix E: Executive Committee Members and Correspondence Information (Information must be added once the first elections take place.)

1. President
2. Vice President
3. Secretary
4. Vice Secretary
5. Treasurer
6. Vice Treasurer
7. NHERI User Forum Representative
8. Chair Workshop & Mentoring
9. Vice Chair Workshop & Mentoring
10. Chair Diversity, Equity, & Inclusion
11. Vice Chair Diversity, Equity, & Inclusion
12. Chair Research
13. Vice Chair Research
14. Chair Networking & Community
15. Vice Chair Networking & Community
16. Chair Membership
17. Vice Chair Membership
18. Chair Social Media & Outreach
19. Vice Chair Social Media & Outreach

Appendix F: Officer, Standing Committee, & Subcommittee Leadership Job Descriptions

President

- This is a position centered on delegation and management of the NHERI GSC. The president exemplifies the mission of the NHERI GSC and actively represents the NHERI GSC in a multitude of forums and environments wherever necessary. In particular, the President proactively seeks to resolve the concerns of the NHERI GSC community and continually engages the committee to develop resolutions to concerns as well as active formulation of chairs of different committees and fundraising efforts.
- The President of NHERI GSC routinely communicates with organizational advisors, the representatives of Schools, and Graduate Council. The President may be asked to speak at numerous events throughout the year, and advocate for members of council and governance at NHERI GSC.
- Generally, the President will be responsible for presiding over all meetings of the NHERI GSC and setting the agenda for executive committee and general meeting sessions, including but not limited to organizing relevant speakers and presentations. Detailed records and summaries of crucial information are kept ensuring a smooth transition between terms of office and provided to the new President upon exit of the predecessor.

Vice President

- Assists the President in performing his or her duties when necessary, however, should the President be absent, resign or become unfit to serve his or her office in any way, the Vice President shall act as President until the matter is resolved by reinstatement or election of a new candidate.
- The Vice President has the added responsibility of working with the Executive Committee in preparing a variety of efforts and initiatives to further the goals of the NHERI GSC and to enhance the experience of the member graduate student community. To supplement this role, the Vice President establishes new points of contact and maintains existing relations with alumni chairs and registered graduate student members.
- The Vice President will also be the Chair of the committee of NHERI GSC, wherein he or she relays essential information from the member student body to both Graduate Council and NHERI GSC Executive Committee.

Secretary

- Maintaining effective records and administration during all NHERI GSC meetings, seminars, and conferences. They must delegate this assignment to someone else if they and the Vice-Secretary are unavailable.
- Together with the President, they will correspond and communicate with invited speakers, faculties, and mentors, by such acts as the pen and mouthpiece of the group; as well as developing meeting agendas and disseminating meeting minutes and materials.
- President or Secretary will provide a membership list to the NHERI liaison.

Vice Secretary

- Assists the Secretary in performing their duties when necessary, however, should the Secretary be absent, resign or become unfit to serve the office in any way, the Vice Secretary shall act as Secretary until the matter is resolved by reinstatement or election of a new candidate.

Treasurer

- All proceedings dealing with budget management and allocation as well as reports on financial standings of organizations housed within or along with the NHERI GSC are the direct purview of the Treasurer. In order to process budget requests for the organization, the Treasurer works directly with the council for fund appropriations.
- The Treasurer also has the position in Funding Board to appropriately represent the interests of the NHERI GSC in terms of disbursement of funds. The Treasurer keeps records of expenditures and revenue from the NHERI GSC's account. Ultimately, decisions concerning the budget are to be made with input and direction from the other members of the Executive Committee.
- The Treasurer is also tasked with identifying funding opportunities for the organization.

Vice Treasurer

- Assists the Treasurer in performing their duties when necessary, however, should the Treasurer be absent, resign or become unfit to serve the office in any way, the Vice Treasurer shall act as Treasurer until the matter is resolved by reinstatement or election of a new candidate.

NHERI User Forum

- The NHERI User Forum Representative shall participate as the NHERI GSC Representative to the NHERI User Forum during each monthly NHERI User Forum meeting to work as the liaison between the two organizations.
- The representative shall advocate for and represent the interests of NHERI GSC graduate students with an interest in natural hazards in NHERI through the NHERI User Forum network.
- The representative shall deliver a monthly report during NHERI GSC Executive Committee and NHERI User Forum meetings, to ensure appropriate communication between the NHERI GSC and NHERI User Forum.

Standing Committee Chairs and Vice Chairs

Chairs and Vice Chairs of Standing Committees shall also serve on and attend all Executive Committee Meetings. The purpose of Standing Committee leadership is to support the membership through the development of workshops, community and networking events, research opportunities, and to communicate this information to all NHERI GSC members. All Standing Committees will be responsible for presenting a monthly report to the Executive Committee. The current Standing Committees are as follows:

- Workshops & Mentoring
- Diversity, Equity, & Inclusion
- Networking & Community Building
- Research
- Membership
- Social Media & Outreach

Workshops & Mentoring

The Workshops & Mentoring Standing Committee is responsible for creating workshops and mentoring opportunities for NHERI GSC members and the greater natural hazard community.

Workshops:

At the beginning of each semester, the Workshop & Mentoring Standing Committee shall perform tasks including but not limited to:

- Gauging membership interest in workshops on specific topics.
- Arrange and set up workshops throughout the semester from members, industry, academic, or other experts.
- Liaise with Membership and Networking & Community-Building Standing Committees to help foster the NHERI GSC as a reliable and trusted source of future researchers and employees in the natural hazards arena.
- Help build an NHERI GSC workshop platform.
- Share appropriate external workshop opportunities.

Mentoring:

Develop a plan to introduce mentoring into the NHERI GSC and to the NHERI GSC Executive Committee:

- Faculty mentors.
- Industry mentors.
- Peer mentors.

Diversity, Equity & Inclusion

The Diversity, Equity, & Inclusion (DEI) Standing Committee is responsible for fostering a culture in the NHERI GSC where diversity in all forms is cultivated to ensure that all humans have a voice in Natural Hazards research, especially on issues that may impact them.

Statement of Diversity Review:

- Review and revise the NHERI GSC Statement of Diversity.
- Ensure that all NHERI GSC events are held in compliance with this statement.
- Ensure that all members and external meeting and event participants (including but not limited to attendees and speakers) understand they are expected to adhere to the DEI Statement of Inclusivity (https://www.designsafe-ci.org/media/filer_public/76/2c/762c627c-33e3-4cea-a2c6-32482eb0e8e3/statement_of_inclusivity.pdf).

DEI Workshops:

- Create and implement DEI workshop(s) for NHERI GSC members and other related bodies (including but not limited to NHERI REU Interns) each summer and fall respectively.
- Work with the Workshop & Mentoring Standing Committee to create workshops that ensure NHERI GSC work is centered around diverse populations with differing demographics and varying cultural traits; reducing and eliminating vulnerabilities; and co-engaging populations and communities in our research where possible.

General:

- Leading a culture of diversity, tolerance, and acceptance and evaluating how research practices and disciplines may entrench bias and further disenfranchise vulnerable groups.
- Arranging events/speakers/workshops to learn about issues of vulnerable groups and how methodologies and training (e.g., CONVERGE modules, etc.) can help reduce bias.
- Centering NHERI GSC on social justice and equity principles.
- Providing a safe space within the NHERI GSC to process vulnerability and DEI issues that lead to positive resolutions and community building, while educating, where possible, individuals or systems that have not lived up to the NHERI GSC statement.

Networking & Community-Building

The Networking & Community Building Standing Committee is responsible for developing programming for the NHERI GSC which encourages networking and connections within NHERI GSC and the wider natural hazard community.

Research

The Research Standing Committee is responsible for developing research-oriented programming for the NHERI GSC membership and wider natural hazards community; overseeing the Research Subcommittees and managing their Representatives; and organizing the NHERI GSC Conference and Research Challenge in conjunction with the Research Subcommittees.

Workshops:

At the beginning of each semester, the Research Standing Committee will engage in activities including but not limited to:

- Gauging interest in workshops on specific topics in conjunction with the Workshops & Mentoring Standing Committee.
- Developing a plan to bring new research programming to NHERI GSC members.
- Arranging and setting up workshops throughout the semester which can be member, industry, academic, or other expert-led workshops.
- Liaise with Membership and Networking & Community Building Standing Committees to help foster the NHERI GSC as a reliable and trusted source of future researchers and employees in the natural hazards arena. Help build an NHERI GSC workshop platform.

Research Challenge

At least once per academic year, the Research Standing Committee is responsible for overseeing the work of the Research Subcommittee Representatives' organization of a NHERI GSC Research Challenge for all members. The NHERI GSC Research Challenge should be collaborative (involving groups of members rather than individual projects); interdisciplinary (incorporating members with different methodological, technical, and/or disciplinary backgrounds); and on topics of interest to members. The specific topics, organization, management, and logistics of the NHERI GSC Research Challenge will be the primary responsibility of the NHERI GSC Research Subcommittee Representatives with support and oversight from the NHERI GSC Research Chair and Vice-Chair.

Conference

At least once per academic year, the Research Standing Committee is responsible for organizing a NHERI GSC Conference. Specific speakers, formats, topics, and title are up to the discretion of the current Research Chair and Vice-Chair.

Membership Chair

The Membership Standing Committee responsible for outreach to potential future members, recruitment of high-quality membership, organizing and managing membership documents, and ensuring compliance with the membership requirements of NHERI to maintain and increase membership. The Membership Standing Committee shall provide a report at the general meetings on the number and status of the members and are responsible for collecting fees for activities. The Membership Standing Committee may create a subcommittee for the purposes of outreach to future members, events/mixers for current members, and representation at national and international conferences. The Membership Standing Committee shall be responsible for providing hardship scholarships for any activity NHERI GSC may charge, subject to NHERI requirements. Such hardship criteria shall be in writing and approved by the Executive Committee. Hardship scholarships shall be reported in number to the Executive Committee. However, the identity of any recipients of any hardship scholarships granted shall be known only to the Treasurer and the Membership Committee to protect the dignity and identity of the recipient.

At the beginning of each semester, the Membership Standing Committee will engage in activities including but not limited to:

- Sending out recruiting letters to university departments highlighting past accomplishments and introducing upcoming speakers.
- Creating and updating NHERI GSC Membership FAQ.
- Maintaining a spreadsheet of contacts for recruitment.
- Contributing membership metrics to the NHERI GSC Annual Report.
- Working with Social Media & Outreach to host social media campaigns to drive membership.

Social Media & Outreach Chair

The Social Media & Outreach Standing Committee shall be responsible for managing high-quality technological communications for the NHERI GSC and liaising with NHERI as required. The Social Media & Outreach Chair Standing Committee shall be responsible for timely and regular media postings regarding upcoming meetings, contributions, and accomplishments of, and activities of and opportunities for the NHERI GSC general body and individual members. A list of all media platforms can be found in Appendix D attached hereto, as may change from time to time. All login and password combinations shall always be shared with the NHERI Liaison, to ensure continuity. The Social Media & Outreach Standing Committee shall be responsible for keeping up to date information on applicable platforms to ensure appropriate information dissemination and the creation of media campaigns to support the NHERI GSC. They shall also be responsible for posting information and announcements pertinent to the NHERI GSC in a timely fashion, as well as management of the NHERI GSC Calendar.

Subcommittee Representatives

Research Subcommittees

The purpose of the Research Subcommittees is to facilitate member communication and collaboration in natural hazards research areas. Subcommittee Representatives will be responsible for organizing all meetings of the Subcommittees and facilitating communication with Subcommittee members. These representatives are also responsible for organizing the NHERI GSC Research Challenge with oversight from the Chair and Vice-Chair of the Research Standing Committee.

Research Subcommittees will have one (1) representative for each of the following areas:

1. Coastal Engineering Subcommittee
2. Earthquake Subcommittee
3. Geotechnical Engineering Subcommittee
4. Reconnaissance Subcommittee
5. Simulation and Computational Methods Subcommittee
6. Social Sciences Subcommittee
- ~~7. Tsunami Subcommittee~~
8. Wind Engineering Subcommittee

Meeting topics of these Subcommittees can include but are not limited to 1) new or ongoing research collaborations for publications and/or conference presentations; 2) methodological and/or technical advancements in the field; 3) research presentations by Subcommittee members or guest speakers; 4) peer mentorship; 5) topic-focused events; and 6) others.