AEGIS Policy and Procedures

This document serves to provide general guidelines for AEGIS officers and committees in order to outline structure and goals of AEGIS which may not be clearly defined in the bylaws. It does not serve as a replacement to the bylaws, or as a document of established rules and expectations. It should be referenced for direction as committees design and execute projects, and for officers of AEGIS to maintain and update necessary duties.
PART ONE: OFFICER DUTIES

Co-chairs

Three graduate student members in good standing may hold the position of co-chairs. Each chair ideally should represent a different discipline within AEGIS. The co-chairs serve as go-betweens for the executive board and the regular membership of AEGIS. Co-chairs are responsible for short-term, low impact decisions in regards to general AEGIS business, including the overseeing of committee projects.

The specific duties of the co-presidents are as follows:

• To act as liaisons between AEGIS members and the Executive Board
• To bring AEGIS member issues, ideas, and questions before the Executive Board
• To oversee all committee project progress
• To serve as active members of the Executive Board that represent graduate student interests, specifically
• To oversee efforts of member recruitment
• To organize the calendar of AEGIS sponsored and AEGIS supported events
• To update the calendar with suggested events from AEGIS members
• To take notes at AEGIS full and Executive Board meetings
• To make those notes accessible to all AEGIS members in a timely manner
• To send email announcements of AEGIS events to AEGIS and the broader community
• To keep website information current, including event announcements
• To track attendance at AEGIS events
• To assist the co-presidents as an active member of the Executive Board that represents graduate student interests, specifically

Core Faculty

The core faculty of the executive board serve as an advisory body for the continued function of AEGIS. They are responsible for passing large-scale decisions, finding funding opportunities, organizing applications for funding, and working with the graduate student officers to develop effective enrichment opportunities for graduate education.
PART TWO: COMMITTEE DUTIES

Each committee will work with a chair. The chair serves as an organizer that facilitates meetings and helps the committee meet internal project deadlines. If an AEGIS officer sits on a committee they will serve as the chair in order to streamline the process of communication with the executive board. If an officer does not sit on a committee, the committee should elect their own organizing chair that will maintain contact with a specific AEGIS officer about project progress, and/or questions.

Speakers Committee

The speakers committee shall be composed of at least two graduate students and one faculty member. The speakers committee is responsible for overseeing all efforts related to recruiting, scheduling, and managing speaker events, both internal and external.

The specific duties of the committee are as follows:

• To brainstorm and collect suggestions for potential AEGIS hosted speakers
• To contact and recruit suggested speakers
• To schedule speaker-related events including potential brown-bags, lunches, dinners, lab tours, and department meet and greets
• To oversee the travel reservations, accommodations, and transport needs for each speaker
• To book space for each talk
• To plan a reception for each talk
• To report regularly to the co-presidents of AEGIS regarding progress on such matters
• To provide honoraria (accomplished via the Executive Board)

It should be noted that the duties of the Speakers Committee should be fulfilled early on in the semester in regards to recruitment and scheduling. It is highly recommended that the speakers committee approach external speakers several months in advance, and internal speakers at least one month in advance in order to provide an appropriate amount of time for the invited speaker to arrange her/his schedule around the event.

Short-Course Committee

The short-course committee shall be composed of at least two graduate students and one faculty member. The short-course committee is responsible for reviewing short course proposals, and scheduling accepted courses.

The first task of this committee will be to a) develop a set of criteria defining short course proposal requirements, and b) develop short course proposal evaluation criteria. After feedback from the Executive Board, the committee will issue a call for proposals. The committee will oversee the proposal call, review, and evaluation process, as well as the following logistical duties:

• To schedule the short-course according to the awardee’s schedule
• To reserve the room
• To aid the awardee in the preparation of class materials, and any equipment they may need for a successful presentation
• To provide honoraria (accomplished via the Executive Board)

Community Outreach Committee
The community outreach committee shall be composed of at least two graduate students and one faculty member. The community outreach committee is responsible for reviewing proposals, selecting which proposals to award, and overseeing awardee’s progress of development and execution of engagement.

The first task of this committee will be to a) develop a list of criteria defining teaching module proposal requirements, b) develop criteria for evaluating these proposals, and c) specify what shape the finished product should take. After obtaining feedback from the Executive Board, the committee will issue a call for proposals, and will oversee the proposal call, review, and evaluation process, as well as the following duties relevant to outreach awardees:
• To oversee progress of awarded proposal development
• To maintain community contacts and seek out new, interested parties
• To provide funding awards to accepted proposals (accomplished via the executive board)
• To determine a manner in which the awardees can discuss or present the results of their project to AEGIS

Conference Funds Committee
The conference funds committee shall consist of at least three faculty members who represent a minimum of two fields. The conference finds committee is responsible for reviewing proposals for conference-related travel fund requests made by graduate student members of AEGIS.

The first Conference Funds Committee will be composed of faculty members and graduate students. This committee will a) develop a list of criteria defining conference fund proposal requirements, b) develop a list of criteria by which conference fund proposals will be evaluated, and c) define what shape the finished product should take. After obtaining feedback from the Executive Board, the committee will issue a call for proposals for conference funds. Then, the standing Conference Funds Committee, who will be composed of faculty members only, will oversee the proposal call, review, and evaluation process, as well as the following duties relevant to travel awardees:
• To disburse the award (accomplished via the Executive Board)
• To provide an abstract of the awardee’s research to the secretary for posting on the AEGIS website
• To determine a manner in which the awardees can discuss or present the results of their project to AEGIS
Special Committees

Any special committee formed by AEGIS to address a specific goal is responsible for establishing a set of temporary duties to be enacted until the dissolution of the committee. Special committees are to maintain contact with the co-presidents regarding progress in a manner established with the co-presidents, which compliments the project structure of each special committee.

PART THREE: GENERAL POLICY

Awardee Requirements

The recipient of any award offered by AEGIS is expected to share the result of their accomplishment with AEGIS in a manner decided by the awarding committee. This may be a short talk, poster, or some other small presentation format. AEGIS also requires recipients of awards to submit a copy of their work to AEGIS to be advertised on the AEGIS website (such as an abstract of the presentation, a description of the community outreach results etc). It is expected that the awardee will include AEGIS in any project acknowledgements.

Encouraged Practices

In order to advertise AEGIS to prospective members, as well as establish the group as a center of interdisciplinary research, members are encouraged to include a mention of AEGIS membership on their CV, website, or professional presentation slides/posters. This is not a requirement of AEGIS membership.

One of the overall goals of AEGIS is to bring together researchers in related disciplines in order to facilitate interdisciplinary research and collaborations. This is why AEGIS encourages advertisement of the group well outside the bounds of the University of Minnesota.

Speakers and Speaker Events

Invited speakers, both internal and external, should be encouraged to engage with departments in more ways than just the talk. This can be done by offering the speaker an opportunity for a meal with interested parties, scheduling a lab tour in the hosting department prior to a talk, or by requesting an informal brown bag talk from the speaker in addition to the planned presentation.