

**EAGE**

EUROPEAN  
ASSOCIATION OF  
GEOSCIENTISTS &  
ENGINEERS

**EAGE**

**STUDENT FUND**

# **Student Chapter Regulations 2019**

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## 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). This sponsoring opportunity saves the Chapter €375.
- 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.
- You are required a supportive faculty advisor who is willing to become an EAGE member (at own costs), and available for questions and advice.
- The Chapter 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 1 October 2018 for 2019. EAGE strongly recommends Student Chapters to be in time with their renewal in order to not miss out on any of the membership and Chapter benefits. Any chapter whose renewal is not completed and submitted by 28 February 2019, will not 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 2018. A Student Chapter must at least organize one activity 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 memberships<sup>1</sup>
- 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 Student Chapter membership grant after EAGE receives the membership payment for 5 memberships.

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<sup>1</sup> 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 FIELD Challenge, Student Conference Programmes, and the Online Geo-Quiz.
- 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 Geo-Quiz
- Travel grants to attend our Annual Conference
- Publish material(s) in *First Break*
- Host the Student Lecture Tours (SLT)
- 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 that will take place in London , UK, 2019.



## 7. Report and poster submissions

All EAGE Student Chapters should submit two reports and one A1 (portrait) poster to EAGE:

| Item                                  | Deadline         |
|---------------------------------------|------------------|
| Student Chapter Poster - registration | 26 February 2019 |
| Online Geo-Quiz registration deadline | 28 February 2019 |
| Online Geo-Quiz                       | 19 March 2019    |
| Student Chapter mid-term report       | 2 April 2019     |
| Student Chapter Poster - submission   | 2 April 2019     |
| Student Chapter annual report         | 20 December 2019 |

### 7.1 Student Chapter mid-term report & overview

The report overview should be submitted online by **April 2018**. 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 2018-2019** will be selected! The mid-term report includes a description of (if applicable):

|   |
|---|
| <p>1. Membership</p> <ul style="list-style-type: none"> <li>• Number of EAGE members in the Student Chapter (in an overview, including names)</li> <li>• List of Chapter Officers</li> <li>• Contact details</li> <li>• Chapter website/webpage/social network</li> <li>• Chapter sponsor(s), if any</li> </ul>   |
| <p>2. Activity overview (organized between May 2018 – April 2019):</p> <ul style="list-style-type: none"> <li>• Duration</li> <li>• Number of speakers</li> <li>• Number of participants</li> <li>• Number of international lecturers</li> <li>• An annual general assembly</li> <li>• Financial support (local) companies (amount)</li> <li>• EAGE financial support (amount)</li> <li>• Cooperation with other student chapters/local chapters</li> </ul> |
| <p>3. Participation EAGE events:</p> <ul style="list-style-type: none"> <li>• Include number of Student Chapter members participating</li> <li>• If applicable: include number of student participants in EAGE Student Lecture Tour</li> </ul>  |
| <p>4. Publications about Student Chapter activities (May 2018 – April 2019)</p> <ul style="list-style-type: none"> <li>• First Break or EAGE Student newsletter</li> <li>• in local journals</li> <li>• international journals</li> </ul>   |

|   |
|---|
| <ul style="list-style-type: none"> <li>• newspapers/newsletters</li> <li>• own website</li> </ul>                             |
| 5. Remarks/other activities   |
| 6. Proposed Student Chapter activities for May 2019 – April 2020  |
| 7. What distinguishes your Student Chapter (why should you receive the Best Student Chapter Prize 2018-2019?) 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 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 voucher to be spend 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 Poster

Student Chapters have the opportunity to showcase their chapter and activities during the annual EAGE Conference & Exhibition (8000+ delegates). In the Student Court on the exhibition floor a Student Chapter Area will be allocated. Student Chapters must register for the Student Chapter Area opportunity before **26 February 2019**. Each Student Chapter must send the artwork of their activity (or introduction) poster to EAGE. Submission deadline: **2 April 2019**.

Poster requirements:

A1, portrait

594 x 841 mm

300 dpi (high resolution)

## 7.4 Annual Final Report



The report should be send to [students@eage.org](mailto:students@eage.org) by **20 December 2019**.

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:

|   |
|---|
| 1. Membership <ul style="list-style-type: none"><li>• Number of EAGE members in the Student Chapter (in an overview, including names)</li><li>• List of Chapter Officers</li><li>• Contact details</li><li>• Chapter website/webpage/social network</li><li>• Chapter sponsor(s), if any</li></ul>  |
| 2. Events organized between January 2019 and December 2019 by the Student Chapter, classified by <ul style="list-style-type: none"><li>• Duration</li><li>• Number of speakers</li><li>• Number of participants</li><li>• Number of national and international lecturers</li><li>• An annual general assembly</li><li>• Financial support (local) companies (amount)</li><li>• EAGE financial support (amount)</li><li>• Cooperation with other student chapters/local chapters</li></ul> |
| 3. Hosting EAGE Student Lecture Tours (2019) – if applicable <ul style="list-style-type: none"><li>• Number of student participants</li></ul>   |
| 5. Publications about Student Chapter activities (2019) <ul style="list-style-type: none"><li>• in local journals</li><li>• international journals</li><li>• newspapers/newsletters</li><li>• own website</li></ul>   |
| 4. Financial overview of the Chapter  |
| 5. Faculty Advisor Summary <ul style="list-style-type: none"><li>• Short summary about the functioning of the Student Chapter, including the signature of advisor</li></ul>   |
| 5. Any other activities/remarks   |

## 8. Sponsorship

- 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](http://www.eage.org/students), and exposure as a sponsor at all student events and/or activities presented by the EAGE Student Chapter.

## **9. 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.